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Defense Travel System

Financial Field Procedures Guide

Version 10.5

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Document Approval Page

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Document History

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				Section 2.1 Transactions For Others – Referenced LOA examples provided in Appendices F-J of this guide to aid in the LOA translation process.
				Section 4 Defense Travel System Line of Accounting Data Entry Form – Added additional procedures for importing LOAs from a predefined MS Excel spreadsheet and updated references to the MS Access version to reflect the current version being used by the LOA tool.
				APPENDIX E (previously APPENDIX F). Added Air Force LOA example. Corrected description of "SC" field in the DTS 10X20 LOA format.
				APPENDIX F (previously APPENDIX G). Added Army LOA example.
				APPENDIX G (previously APPENDIX H). Added USMC LOA example.
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				APPENDIX S – Added procedures for processing curtailed travel through DTS.
				APPENDIX T – Added procedures for identifying a DTS-Tailored organization.
				APPENDIX U – Added definitions of the new debt management expense codes.
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				APPENDIX F – Updated data definitions in Army LOA Format to include IFM-S data in the SCC field.
				APPENDIX J - Added WAAS Accounting System LOA Format.
				APPENDIX K – Added eBiz Accounting System

				LOA Format.
				APPENDIX L – (Previously APPENDIX J) Revised sample contractor information letter based on guidance received from OUSD OGC.
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				APPENDIX E. Corrected / Deleted the reference to "1st pos. C" in the Sales Code data field. The comment is no longer valid.
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				Added new APPENDIX W - Travel Under Reduced Per Diem Rates
	1 Apr 03	Revision 10.3	A. Cloyd	APPENDIX D. Updated the procedures for requesting Ad Hoc reports.
				APPENDICES E-K. Added note to indicate the requirement for all alpha data elements to be in upper case.
				APPENDIX F. Updated Army LOA format to change data type for Operating Agency from numeric to alphanumeric.
				APPENDIX K. Updated E-biz LOA format to include the Budget Fiscal Year in positions 1-4 or Acct 7.
				APPENDIX Q. Updated to provide additional clarification on curtailment versus cancellation of trip/travel authorization.
				APPENDIX V. Updated to include more specific information to aid in identifying and tracking debt related expenses.
				Added APPENDIX X – Procedures for EFT Return Processing
				Added APPENDIX Y – Procedures for Use of GTR as Method of Payment
				Added APPENDIX Z – List of Accountable Stations
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				Deleted APENDIX B – DEBX Error Codes (information is in DTA Training Guide)

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				Added guidance for FDTA on setting up LOA's and budgets for the new fiscal year
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				Added guidance for FDTA concerning FMR change regarding CO appointment letter management.
				Added information regarding 100% advance approval requirements.
				Updated references from "DGE" to "NDEA" per FMR change and added guidance on profile designation.
				Added Privacy Act language throughout document as appropriate.
				Added information concerning the approval of Authorizations with non-ATM advances and SPPs.
				APPENDIX C. Revised Ad Hoc Report request procedures.
				APPENDIX E. Added information regarding DPI and Cost Center Code elements for Army LOA.
				APPENDIX K (New). Added DWAS LOA Format Map.
				APPENDIX L (New). Added SAP (SSC SD) LOA Format Map.
				APPENDIX M (previously APPENDIX K). Added information on New DD Form 577, removed old appointment letter examples, and added references to DD Form 577 throughout document as appropriate
				APPENDIX Z (previously APPENDIX X). Added note regarding inoperability of GTR functionality until further notice.
				APPENDIX AA (previously APPENDIX Y). Removed list of Accountable Stations, added link to DFAS resource.
				Re-numbered chapters and appendices as needed.

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Please forward any comments or suggestions on the DTS Financial Field Procedures Guide to dtsfwg@osd.pentagon.mil or contact (703) 607-1498 (DSN 327-1498).

1 PURPOSE

The purpose of this guide is to identify the major financial roles, responsibilities, regulations and requirements associated with the Defense Travel System (DTS). To accomplish this, the guide will discuss and provide information on Authorizing Officials (AO), Certifying Officials (CO), the Finance Defense Travel Administrator (FDTA), and Reviewing Officials. The guide also describes the role of the Certifying Official in the payment process, the Authorizing Official's and Certifying Official's pecuniary liability if a financial loss occurs. This guide also addresses DTS functions that are financial in nature, as well as other topics that specifically concern the finance/resource management community. This document is a guide only and should not be viewed as an official DoD regulation.

2 FINANCIAL DEFENSE TRAVEL ADMINISTRATION (FDTA)

This section of the guide provides information on the FDTA responsibilities; the funds control process in DTS, and the line of accounting (LOA) as a basis for approvals and establishment of the travel budget using the DTS Budget Module.

The FDTA can be any member of the budget, resource management, or accounting and finance office for an organization. The FDTA is responsible for maintaining the LOA and assigning them to the correct organization(s). For each LOA in an organization, the FDTA will create a budget target within DTS. They must ensure the LOAs are properly assigned an LOA label and are in the correct format. Only the FDTA with the appropriate permission level (s) can create or delete the LOAs and must take care not to delete LOAs until they are no longer needed. If an LOA is deleted prematurely, the FDTA will have to reenter it so that travelers who must use it have access to it.

The FDTA can use the standard DTS reports or the Management Information System (MIS) query capabilities of the DTS to generate any necessary reports required by commanders, resource managers and/or Authorizing Officials. The standard reports are located within the "Reports" toolbar dropdown located on the user's initial entry screen after logging into DTS. Access to MIS query capabilities must be coordinated

through the site Lead DTA (LDTA), with access granted from the DTS Tier-3 Help Desk. Additional information regarding MIS query capabilities to generate Military Pay reports can be found in Appendix B of this guide. Detailed information regarding both the standard DTS reports and the MIS query capabilities are also available in the DTA Training Guide.

The various budget reports can serve as a tool to reconcile DTS budget balances with reports generated by the official accounting systems. The FDTA has funds control responsibility within DTS and is responsible for ensuring that all financial information remains current and accurate. Therefore, the FDTA must be appointed in writing as an Accountable Official. As of 1 January 2004, DFAS has implemented a new/updated DD Form 577 that serves as the appointment record for Accountable Officials. Further guidance is provided in Appendix M of this document. Accountable Officials appointed prior to 1 January 2004 **do not** need to be reappointed on the DD Form 577. When the appointment as an Accountable Official ends, the appointment must be revoked using the DD Form 577 as well, and the FDTA's access to DTA functions must be deleted by reducing the person's permission levels to the lowest level required to perform their duties. The FDTA also serves as the point of contact for correcting rejects resulting from financial related errors. If the LOA does not pass the edits in the accounting system, an error message will be generated and the transaction sent back to DTS to make the necessary correction(s). Delay in correcting these transactions may result in delay of reimbursement to the traveler.

The FDTA must comply with all local financial policies and procedures for monitoring funds and should be very familiar with the following regulations and policies: DOD Financial Management Regulations; Joint Federal Travel Regulations (JFTR)/Joint Travel Regulations (JTR), Appendix O; and all Services/Agencies internal control policies and procedures. The FDTA is the primary point of contact for all financial management related activity for the budget(s).

The DTS Budget Module provides real time fund status for DTS transactions and displays balance information to the AO during the approval process. The budget(s) should mirror the details that are provided in the official accounting systems. It should be noted that not all accounting systems record travel budget data at the detail level provided

in DTS. The official funds control data resides in the appropriate Defense Accounting and Disbursing System (DADS). The DADS will perform accounting and fund control functions and disburse funds based on the computations performed by DTS.

All changes, additions, and deletions to information in the DTS Budget Module must be completed by the FDTA with the appropriate permission level. All changes in funding targets should be completed to coincide with normal fund distribution cycles. The FDTA must reconcile the balances in the DTS Budget Module with official accounting records on a regular basis in accordance with Services/Agencies policies to ensure proper execution. Each activity should follow Services/Agencies procedures already in place in regards to this task.

The DTS Budget Module provides AO's with a read only status of the travel funds that they oversee. The AO is able to view the budget for each LOA in their organization, showing quarterly and annual targets, amounts obligated and amounts available.

The FDTA can establish the budget(s) by importing an existing file from an external system. The FDTA can accept, in a delimited file format, data from an external source and populate the Budget Module automatically with the LOA and target amounts. However, the Services and Agencies have decided not to use this feature. The FDTA can access the budget data at any time to manually add, update, or delete data as necessary.

In addition to finance and accounting functions, the FDTA may have additional DTA responsibilities, depending on local and service-level policies and procedures. The FDTA will be an integral part of the local help desk function, and may be the local contact for issues such as per diem rates. As the local expert on travel related issues, the FDTA will need to know the procedures found in Appendix O of this guide for adding new per diem locations. The FDTA may also have responsibility for maintaining personnel data in the DTS database. One function the FDTA may need to perform is adding new travelers into DTS. Instructions for adding new travelers to the system using the DTA Maintenance Tool can be found in the DTA Guide, and instructions on transferring travelers from another organization can be found in Appendix P of this guide. The FDTA is also responsible for retaining a file of approved letters of appointment for

Authorizing Officials appointed as Certifying Officials for travel claims at the organizational and/or installation level supported by the FDTA.

2.1 Fiscal Quarters and Fiscal Years

The DTS Budget Module funds authorizations on a quarterly basis as determined by the date the authorization was created. If a traveler creates an authorization in a fiscal quarter before the AO approves the document, the AO must adjust the document itinerary and change the authorization date to the date the AO approves the document (in the new fiscal quarter). This will prevent the document from deducting funds for current travel from a previous fiscal quarter. Likewise, if a traveler creates an amendment for a document created in a previous quarter, the traveler or AO should change the authorization date in the itinerary of the amendment to the current date to ensure the document funds from the current quarter.

This procedure for changing the authorization date is especially important when planning travel for a future fiscal year before funds become available, and for travel crossing fiscal years. DTS has the ability to allocate travel costs for split fiscal years in accordance with DoD obligation rules. However, the DADS cannot hold transactions citing future fiscal years, so DTS does not transmit them. The AO/CO cannot approve travel for future fiscal year until funds are available.

2.2 Setting up LOA's and Budget for the new Fiscal Year

LOA's and corresponding budgets are established during the organizational setup process and then maintained through the DTA Maintenance Tool and DTS Budget Module. Each fiscal year, some of the elements in the LOA's (and corresponding budgets) require modifications to reflect the new fiscal year. The rollover and copy features available in the DTA Maintenance Tool make this process easier to accomplish for the FDTA.

The process begins with the identification of which LOA's will continue to be used in the new fiscal year. Once identified, the FDTA determines which method (either rollover or copy) should be used to transfer the LOA to the new fiscal year. Each of these features will automatically create a corresponding budget shell, which is then updated to reflect funds availability in the new fiscal year.

The "Fiscal Year Rollover" feature is best used for LOA's for which the only data element changes are related to the fiscal year. As an example, only the data elements referenced in the table below require changes. In these cases, the remaining data elements within the LOA do not change. For LOA's in which other data elements require change, or for no-year or multi-year LOA's, the copy feature may be better suited (see section 2.3).

The Fiscal Year Rollover function will do the following:

1. The program will automatically change the fiscal year related elements to the new fiscal year. *All other data elements within the LOA will be copied exactly into the new LOA*. The fiscal year elements that the program will automatically change are outlined below for each of the format maps that are currently allowed:

Format Map	**Fiscal Year Elements that will be updated**
AF 2, 9/29/2003	Account 2: FY Account 3: PY
ARMY 3, 6/6/2003	Account 2: FY and PY
DBMS 1, 8/1/2001	Account 2: FY
MC 1, 8/1/2001	Account 2: FY and PY
NAVY1, 8/1/2001	Account 2: DFY Account 3: BFY and EFY
WAAS 1, 8/7/2002	Account 2: Only FY Note: The change converts to 1 position instead of 4. Example: If this field had "2003" the rollover will change to "4" instead of "2004"
EBiz 2, 2/20/2003	Account 2: FY

2. The program will also assign the LOA label using the previous label, but changing the first 2 positions of the label to reflect the fiscal year. For example, if the current LOA label is "03 Training", then the label would be "04 Training".
3. The program will also create an empty budget shell for the new LOA. The budget shell will consist of the same accounting elements as the previous FY budget shell. The shell would then need to be edited in the DTS Budget Module to add funding authority as determined by the Resource Management Office. In addition, if the elements that were changed during the Rollover need to be modified for the LOA, then the corresponding budget LOA elements will also need to be modified.
4. The program will provide a confirmation message to indicate how many LOA(s) and empty Budget Shell(s) were successfully created from the rollover function.

Note:
The LOA(s) to rollover are listed by organization, "Label", and format map. Since the "Label" is the only identification in the list display, it does not provide the full 10 X 20 elements. The DTA should use the "Update" feature to view the full 10 X 20 data elements and verify the LOA as a candidate for rollover.

2.2.1 Steps to Rollover the LOA and Create the Budget Shell

1. Access the DTA Maintenance Tool and select the Lines of Accounting option.
2. The "Search Lines of Accounting" screen will be displayed. Use this screen to search for and verify the LOA's that need to be rolled-over and used in the new fiscal year.
3. Select, by placing a checkmark next to the applicable LOA, all LOA's that should rolled-over. Then select "Rollover Selected (on this page)" button to continue with the next screen.
4. The screen for "Rollover Line(s) of Accounting (New empty budget shell(s) will be created)" will be displayed. It will display the list of selected LOA's with the Organization Name; LOA Label; and Format Map. In addition, there will be two (2) input fields for Fiscal Year. Enter the new fiscal year for the LOA(s) and the empty budget shell(s). The "Rollover Line(s) of Accounting" button, when selected, will create the new fiscal year LOA's and the empty budget shell(s) for the corresponding new fiscal year.
5. A confirmation message will be displayed to indicate the number of rollover LOA's and empty budget shells created.

2.3 Using the Copy Feature to Create LOA's for the New Fiscal Year

The "Copy" LOA feature is best used for LOA's for which data elements in addition to the "Fiscal Year" related elements are required to change when moving from one fiscal year to another. This feature should also be used for no-year and multi-year funds. If the only data elements that require change are related to the fiscal year, refer to section 3 for instructions on the "Fiscal Year Rollover" function.

The LOA Copy function will do the following:

1. Allow copy of all of the elements of an existing LOA to create a new LOA for another fiscal year. This must be done on an individual basis – one only LOA can be copied at a time. *Note this does not change the fiscal year related elements in the LOA*.
2. Screen will display with the format layout and the elements from the existing LOA. The user must then change the data elements within the LOA as necessary

to reflect any changes required for the new fiscal year. Create new fiscal year LOA and corresponding Empty Budget Shell.
3. Allow for naming the LOA label used for the LOA and Budget shell.
4. This program will also create an empty budget shell for the new LOA. The budget shell will consist of the same accounting elements that the new LOA was created. This is only a budget shell and would require an update through the DTS Budget Module to set up the funding for DTS.

Note:
The LOA(s) to copy from are listed by organization, "Label", and format map. Since the "Label" is the only identification in the list display, it does not provide the full 10 X 20 elements. However, when selecting the "Copy" option, the individual LOA data elements are displayed.

2.3.1 Steps to Create the LOA and Budget Shell using the Copy LOA Feature

1. Access the DTA Maintenance Tool and select the Lines of Accounting option.
2. The "Search Lines of Accounting" screen will be displayed. Use this screen to search for and verify the LOA's that need to be copied for use in the new fiscal year.
3. Select the "Copy" button for the corresponding LOA that should be used to create the new fiscal year LOA. This must be done on an individual basis – one only LOA can be selected at a time.
4. After selecting the "Copy" button, the "Copy Line of Accounting (A new empty budget shell will be created)" screen will be displayed. It will display the selected LOA data elements based on the format map and allow for data element updates.

The fields of importance are as follows:

Field Label	Comments
Empty Budget Shell Fiscal Year *	Enter the 4 digit year for the new fiscal year
Section: Label LOA Fiscal Year*	By default, the field will be pre-populated based on the selected LOA. You will need to Enter the 2-digit year for the new fiscal year. This will be used as part of the label name
Section: Label LOA Name:*	By default, the field will be pre-populated based on the selected LOA using the label value. If the LOA name should change for the new LOA being created, then update this field
Fiscal Year Related Elements	Update the necessary fiscal year related elements in the format map to reflect the new fiscal year. The copy function

	does not automatically rollover the values
Remaining Data Elements	Apply any other changes to the remaining data elements as necessary

* Denotes required field

The Save Copied Line of Accounting button, when selected, will create the new fiscal year LOA and the empty budget shell for the corresponding new LOA.

2.4 Update the Budget Shell after Creating New Fiscal Year LOA's

1. Access the DTS Budget Module from "Administrative" drop-down on the DTS private-page main menu.
2. Selecting either of the "Budget" links will take the user to screen ID 1135.1. In this display, a list of Budgets will be displayed based on the fiscal year and organization. You may need to change the fiscal year or organization in the search criteria to reflect the new fiscal year budget items that were created during the rollover or copy process. Then select the "Show Budgets" button.
3. Find the corresponding Budget Label that was created during the rollover or copy process. Select the "Edit" link for the corresponding row.
4. The Edit Budget Item screen (screen ID 1134.1) will be displayed. You should first verify the section labeled "LOA Accounting Code Elements" to ensure they reflect the new fiscal year LOA that was created during the rollover or copy process. The section for "Amount Budgeted for Each Quarter" has a column that is labeled "Adjustment to Budgeted Amount". This is the field in which you will enter the "target" amounts – typically only the first quarter target can be loaded immediately after fiscal year rollover.
5. Once the LOA is verified and the new funding target is input select the Save button to complete the process.
6. Repeat the process for each empty budget shell that was created during the rollover or copy process.

2.5 Creating a Prior Fiscal Year "Tracking Budget"

DTS funds documents from the Budget Module based on the creation date of the authorization. Instructions to travelers and AO's include the requirement to change the date of the authorization when creating the amendment to add the new fiscal year expenses and LOA. **In order to correctly fund and process documents that include travel that crosses the fiscal year, the FDTA must also create a prior fiscal year tracking budget within the current fiscal year Budget Module**. Failure to do so will result in the documents being funded entirely from the current/new fiscal year budget in the DTS Budget Module.

2.5.1 Steps to Create Prior Fiscal Year Tracking Budget

1. Access the DTS Budget Module from the "Administrative" drop-down on the DTS private-page main menu.
2. Selecting either of the "Budget" links will take the user to screen ID 1135.1. In this display, a list of Budgets will be displayed based on the fiscal year and organization. You will need to enter the new fiscal year and applicable organization and select the "Create Budget" option.
3. In the Create Budget Item screen, input a budget label for the new tracking budget. **The budget label cannot duplicate the name of the label used to track funding in the previous fiscal year**.
4. Select "Copy an Existing LOA to this Budget" in the "LOA Accounting Code Elements" section.
5. Select "Copy" from the applicable LOA Label that is needed to carry-over into the new fiscal year. All the data elements of the LOA are defaulted for selection/copy.
6. If not all data elements within the LOA need to be copied, de-select as appropriate. Select "Copy" when complete.
7. Input a budget in the first quarter sufficient to allow for processing all documents that will be affected by the fiscal year rollover and select "Save".
8. Repeat this process for all LOA's that were used to fund documents that crossed fiscal year.

2.6 Future Fiscal Year Travel and Travel that crosses Fiscal Years

Steps for creating an Authorization for travel in a future fiscal year:

1. Traveler creates authorization in DTS for a future fiscal year. For example, the traveler creates an authorization on 9 September for travel beginning on 5 October.
2. Traveler selects travel arrangements as necessary in the reservation module and builds "should-cost" by including appropriate expenses.
3. Traveler (or routing official) selects a future fiscal year LOA. This cannot be done until the FDTA has loaded the new fiscal year LOA(s) into the DTA Maintenance Tool.
4. Before signing, the traveler should provide a comment to the AO – "Travel is for next fiscal year. Do not approve until funding becomes available."
5. After traveler applies digital signature the document routes to the CTO for submission of transportation and lodging/rental arrangements.
6. Document then routes to the AO for approval. The AO must not approve the document until he/she is notified by the FDTA that future year funding is available and loaded in the DTS Budget Module. If funding does not become available, the AO must cancel the authorization.

Steps for approving an Authorization once future/new fiscal year funding is available:

1. Because the DTS Budget Module funds documents based on the creation date of the authorization, **the AO must change the original date of the authorization to reflect a date in the new/current fiscal year**. This is done on the itinerary screen, which can be accessed from the trip preview screen that is initially presented to the AO.
2. Upon AO approval, the document is routed to the CTO for ticketing and the appropriate obligation transactions are sent to the DADS.

Steps for processing an Authorization for travel that crosses fiscal years:

In the current fiscal year –

1. Traveler creates authorization in DTS for travel through the current fiscal year (through 30 September).
2. Based on the itinerary, the traveler selects travel arrangements through 30 September as necessary. A comment must be provided to the CTO/Travel Agent to book a return flight and extend the lodging/rental car through the appropriate date. *The entire cost of transportation (round-trip) must be charged to the current fiscal year (FY03 in this case)*.
3. Traveler adds expenses and selects a LOA **for the current fiscal year only**.
4. Before signing, the traveler should add a comment to the AO, "Travel crosses fiscal year. This authorization includes current fiscal year itinerary and expenses only."
5. After traveler applies digital signature the document routes to the CTO for booking of transportation and lodging/rental arrangements.
6. Document then routes to Authorizing Official for approval.
7. Upon AO approval, the CTO is notified for ticketing and the current year obligation transactions are sent to the DADS.

In the future (new) fiscal year –

Once the future (now new/current) funding becomes available, the FDTA must load the appropriate budget targets in the DTS Budget Module. The procedures for completing this process can be found in the document "DTS DTA Instruction Guide to Setup LOA's and Budgets for the new Fiscal Year", which can be located on the DTS website.

After the FDTA completes this process, he/she must inform the AO's and travelers within their organization. This allows the traveler to amend the original authorization to update the "should-cost" and apply the additional LOA for the new fiscal year.

1. **As part of the amendment process, the traveler must change the creation date of the authorization to reflect a date in the new/current fiscal year**. If this is not done, DTS will attempt to fund the entire authorization from the prior fiscal year (based on the original authorization creation date).

2. Traveler updates the expenses as appropriate to include adding any expenses applicable for the new fiscal year.
3. Traveler adds a LOA to fund the new fiscal year portion of the travel. This will require the traveler to allocate expenses between the two LOA's. Typically the "Allocate by Date" feature is used when crossing fiscal years; with all expenses prior to 30 September being charged to the prior fiscal year LOA and all expenses for 1 October and beyond charged to the new fiscal year LOA. Travelers should consult with their FDTA or AO to verify the allocation guidance.
4. If the number of travel days exceeds 45 days, SPP(s) can be requested as part of the amendment process.
5. Once completed, the traveler will sign the authorization and it will route to the AO for approval.
6. Upon AO approval, the adjusting and new obligations are transmitted to the DADS appropriately.

3 TRANSACTIONS FOR OTHERS

When travel is being funded by a different organization, there are two ways to process the transactions using DTS. In all cases, the transactions can be processed as a reimbursable. In some cases, the LOA can be direct cited on the traveler's documents, and the transaction will process directly through the funding organization's DADS. It is the responsibility of the FDTA for the traveler using another organization's funds to ensure that the correct method is used.

When another organization provides a LOA for direct citing of their funds in DTS, the LOA must be provided in the 10x20 format map (see Appendices D through L of this guide). Direct cite funds can only be used in DTS if the applicable DADS for the funding organization can process the transactions through the DTS. If they can, the FDTA will manually add the LOA to the traveler's organization and load funds in the DTS Budget Module for that LOA equal to the amount authorized by the funding organization's funding document. If the funding document does not provide sufficient funds to cover the entire cost of travel, the traveler's organization must either provide their own funds to cover the additional expenses, or secure additional funds from the funding organization.

If the accounting or disbursing system responsible for the LOA cannot process transactions using DTS, or if a document contains LOAs for two or more different accountable stations (i.e., multiple ADSNs, FSNs, or AAAs), the LOA cannot be directly

cited in DTS. Instead, the FDTA will have to create an LOA that will be reimbursable by the funding organization. Otherwise, the transactions will have to be processed outside of DTS using the travel processing procedures already in place.

4 ARRANGEMENTS ONLY TRIP TYPE

When initially implemented, the DTS was not designed to process all types of travel transactions. However, at sites where DTS is implemented, and CTO connectivity is established, all travel services that require transportation arrangements be made by the government-contracted Commercial Travel Office (CTO) must be processed through DTS. These transactions are referred to as "Arrangements Only," and require the creation of a travel authorization in DTS by the traveler and approval by an AO. The DTS will forward these travel arrangement requests to the CTO, but will not process the financial transactions through the DADS. This will require that non-DTS paper-based documents and procedures be used to create and obligate the travel orders and create and pay the travel vouchers. In some instances, the DTS can produce paper documents for Arrangements Only transactions that could be printed and processed manually. Services and Agencies must coordinate with DFAS to determine if these documents can be used. Additionally, individual organizations must refer to their component Service or Agency for guidance on using DTS-generated documents to substitute for travel authorizations and travel vouchers normally produced on standard DoD forms.

The following list contains travel transactions that must be processed in DTS as “Arrangements Only” trip type. As additional functionality is added to DTS, this list will be updated.

- Transactions directly citing funds with multiple accountable stations
- Travel performed by "traditional" reserve component members (reserve members not on Extended Active Duty orders)
- Travel not authorized by Appendix O:
    - Senior ROTC
    - Reservists Travel for Medical/Dental Care
    - Retirees Called to Active Duty
    - Travel by Individual Ready Reserve Members

- Travel by Midshipmen and Cadets
- Hospital and Patient Travel
- Escort and Attendant Travel
- Pre-employment Travel
- Invitational Travel
- Emergency Travel while on TDY
- Permanent Change of Station Travel

5 DTS LINES OF ACCOUNTING

The first of ten fields in all DTS LOA formats contain only the 6-digit accountable station number. This number identifies the accounting entity that maintains the records for the funds to be charged. The Defense Electronic Business Exchange (DEBX) will use this number to route transactions to the appropriate DADS. Since all services and agencies have their accountable station number in different places within their traditional line of accounting, the approach taken by DTS is to duplicate the station number in the first six positions of the first field in account 1 of the 10x20 LOA format map. This way, the DEBX can immediately identify the applicable accountable station and apply the correct transaction maps, which are unique for each DADS. If using DTS-Tailored for finance (DTS-T), the first field does not indicate the accountable station number, but rather "DTST". Please reference Appendix V of this guide for specific information about DTS-T.

The remaining fields in the DTS LOA contain the organization's fiscal coding structure and other components broken up into various data elements. The services developed the LOA format and they were validated by DFAS for DFAS owned systems. Each of these nine fields may contain more than one element or field. A caret symbol, "^", is used to delimit each of these elements. The prescribed format, complete with carets and the exact number of spaces, must be used precisely as presented for all LOAs entered into DTS. Examples of each Service specific format are provided in Appendices D thru L of this guide.

For the initial upload of the LOAs during set-up, DFAS can provide a file of all travel LOAs downloaded from the DFAS accounting systems for a particular site. This automated download will reduce manual input errors and ease the burden on the FDTA's.

The process also enables DTS to process travel transactions against LOAs that have been pre-validated by DFAS.

This file will not be loaded with a valid account label or the complete organization name for each LOA; therefore, the FDTA will have to edit this file before it can be loaded into DTS.

Loading/Creating lines of accounting and budgets require direct involvement by the organization's FDTA(s). Although the process is time-consuming, the data entry can be performed by more than one person with knowledge of the lines of accounting. These people must have the appropriate permission level, which can be granted temporarily if needed. The person(s) performing this work MUST have their DoD Public Key Infrastructure (PKI) certificate issued before starting the process.

Manually editing the file provided by DFAS can be complex, tedious, and subject to errors. The PMO-DTS, with guidance from DFAS, has developed a utility to assist the FDTA in the manual entry of LOAs into DTS. This utility has been developed using Microsoft Access and is not an integrated part of DTS. The format criteria are based on the LOA formats provided by the Services/Agencies. This utility takes advantage of common data elements of the LOA across Services and Agencies. It also complies with the Standard Budget and Accounting Classification Code (BACC) structure and the unique needs of each Service. The FDTA can use this utility to import the file produced by DFAS, convert it into DTS format, and export it into the DTA Set-up Tool.

A separate document has been prepared by the PMO-DTS to assist the FDTA in using the utility. The document is entitled “DTS Lines of Accounting Upload Guide Utilizing PMO Access Tool” and can be found in the reference library of the PMO-DTS website at www.defensetravel.osd.mil in the reference library. The guide provides a step-by-step process to download lines of accounting into DTS using the tool.

5.1 LOA Reference Guide

To assist the FDTA in building their DTS lines of accounting, the PMO-DTS has developed an “LOA Reference Guide”. This guide was compiled with input from the respective DFAS accounting systems and explains what elements, specifically the

element of resource, element of expense and other data elements as they relate to per diem, transportation, advances, local travel, etc. As stated, this is a guide only – local FDTA personnel should coordinate with their resource management office to build their respective DTS lines of accounting.

The guide serves as a tool for aiding the FDTA in setting up the proper LOA's for their organization. By using the guide, the FDTA will be able to determine which data elements (specifically the 'expense type' data elements) to include in their organizations respective LOA's. The FDTA should determine their supporting accounting system from column 1; answer the questions under columns 2 through 5 and obtain the LOA requirement rule for the related function (per diem, advances, local travel, etc.):

1		2	3		4		5	
Which Accounting system below supports your organization?		Will your organization allow Travelers to process travel and schedule partial payments (SPPs) using DTS? If yes, then at a minimum…	Will your organization allow Travelers to request **non-ATM travel advances** through DTS? If yes, then…	**FYI** -- What LOA elements are different in the **Advance** LOA from the Per Diem LOA?	Will your organization allow Travelers to process **Local Travel** claims through DTS? If yes, then…	**FYI** -- What LOA elements are different in the **Local Travel** LOA from the Per Diem LOA?	Does your organization allow Travel Arrangements to be paid using **Centrally Billed Accounts (CBA)**? If yes, then…	**FYI** -- What LOA elements are different in the **CBA** LOA from the Per Diem LOA?
Accounting Systems	***DBMS***	You **must** load a per diem LOA for Lodging, Meals & Incidental Expenses	You **must** load a unique and separate LOA for advances	Advance LOAs use an Object Class Code of "**2100**". Also, the DBMS Cost Account Code which is also in field 3 of the 10X20 needs to be **"01000"**	You **will not load** a separate LOA for Local Travel, the per diem LOA will be used	**NONE**	You must load a separate LOA if your organization/traveler is using a CBA (indicated by CP-C) in DTS. In addition, a CBA Account Number must be available for selection	If the Per Diem and the Ticket are using the Same Funding Site then the line item identifier (LII) which is systematically generated will automatically create two Documents in DBMS - one for the Per Diem amount and one for the ticket amount.
	eBiz	You **must** load a per diem LOA for Lodging, Meals & Incidental Expenses	You **must** load a unique and separate LOA for advances	The Element of Resource (EOR) is different. Advance LOAs use EOR **"2100"**	You **will not load** a separate LOA for Local Travel, the per diem LOA will be used	**NONE**	You must load a separate LOA if your organization/traveler is using a CBA (indicated by CP-C) in DTS. In addition, a CBA Account Number must be available for selection	The ACRN is different for the CBA LOA than the Per Diem LOA
	GAFS	You **must** load a per diem LOA for Lodging, Meals & Incidental Expenses *	You **will not load** a separate LOA for advances, the perdiem LOA will be used	**NONE**	You **will not load** a separate LOA for Local Travel, the per diem LOA will be used	**NONE**	Normally, you **will not load** a separate LOA for CBA, the same LOA will be used for both Per Diem and Transportation charges. However some appropriations use accounting elements that will require a 2nd LOA be selected.	BPAC and Project/Subproject can be different
	SABRS	You **must** load a per diem LOA for Lodging, Meals & Incidental Expenses	You **will not load** a separate LOA for advances, the perdiem LOA will be used	**NONE**	You **will not load** a separate LOA for Local Travel, the per diem LOA will be used	**NONE**	You must load a separate LOA if your organization/traveler is using a CBA (indicated by CP-C) in DTS. In addition, a CBA Account Number must be available for selection	Normally there is no difference; however, if multi-funded could be different
	SOMARDS-N	You **must** load a per diem LOA for Lodging, Meals & Incidental Expenses (EOR 21T2)	You **must** load a unique and separate LOA for advances	The Element of Resource (EOR) is different. Advance LOAs use EOR **"4110"**	You **must** load a unique and separate LOA for Local Travel	The Element of Resource (EOR) is different. Local Travel LOAs use EOR **"21Z0"**	You must load a separate LOA if your organization/traveler is using a CBA (indicated by CP-C) in DTS. In addition, a CBA Account Number must be available for selection	The Element of Resource (EOR) is different. CBA LOAs use EOR "**21T1**"
	SOMARDS-T	You **must** load a per diem LOA for Lodging, Meals & Incidental Expenses (EOR 21T2)	You **must** load a unique and separate LOA for advances	The Element of Resource (EOR) is different. Advance LOAs use EOR **"4110"**	You **must** load a unique and separate LOA for Local Travel	The Element of Resource (EOR) is different. Local Travel LOAs use EOR **"21Z0"**	You must load a separate LOA if your organization/traveler is using a CBA (indicated by CP-C) in DTS. In addition, a CBA Account Number must be available for selection	The Element of Resource (EOR) is different. CBA LOAs use EOR "**21T1**"

*** Air Force Activities that use Projects/Sub-projects instead of EEICs are allowed to use multiple LOAs. Therefore in some cases there will be a separate LOA for Transportation and Per diem for Air Force organizations.**

1		2	3		4		5	
Which Accounting system below supports your organization?		Will your organization allow Travelers to process travel and schedule partial payments (SPPs) using DTS? If yes, then at a minimum…	Will your organization allow Travelers to request **non-ATM travel advances** through DTS? If yes, then…	**FYI** -- What LOA elements are different in the **Advance** LOA from the Per Diem LOA?	Will your organization allow Travelers to process **Local Travel** claims through DTS? If yes, then…	**FYI** -- What LOA elements are different in the **Local Travel** LOA from the Per Diem LOA?	Does your organization allow Travel Arrangements to be paid using **Centrally Billed Accounts (CBA)**? If yes, then…	**FYI** -- What LOA elements are different in the **CBA** LOA from the Per Diem LOA?
Accounting Systems	***STANFINS***	You **must** load a per diem LOA for Lodging, Meals & Incidental Expenses (EOR 21T2)	You **must** load a unique and separate LOA for advances	The Element of Resource (EOR) is different. Advance LOAs use EOR **"4110"**	You **must** load a unique and separate LOA for Local Travel	The Element of Resource (EOR) is different. Local Travel LOAs use EOR **"21Z0"**	You must load a separate LOA if your organization/traveler is using a CBA (indicated by CP-C) in DTS. In addition, a CBA Account Number must be available for selection	The Element of Resource (EOR) is different. CBA LOAs use EOR "21T1"
	STARS-FL	You **must** load a per diem LOA for Lodging, Meals & Incidental Expenses	You **will not load** a separate LOA for advances, the perdiem LOA will be used	**NONE**	You **will not load** a separate LOA for Local Travel, the per diem LOA will be used	**NONE**	You must load a separate LOA if your organization/traveler is using a CBA (indicated by CP-C) in DTS. In addition, a CBA Account Number must be available for selection	**NONE** Note: The user should not include the ACRN in the LOA
	STARS-HCM	You **must** load a per diem LOA for Lodging, Meals & Incidental Expenses	You **will not load** a separate LOA for advances, the perdiem LOA will be used	**NONE**	You **will not load** a separate LOA for Local Travel, the per diem LOA will be used	**NONE**	You must load a separate LOA if your organization/ traveler is using a CBA (indicated by CP-C) in DTS. In addition, a CBA Account Number must be available for selection	**NONE** Note: The user should not include the ACRN in the LOA
	WAAS-DFAS	You **must** load a per diem LOA for Lodging, Meals & Incidental Expenses	You **must** load a unique and separate LOA for advances	The Element of Resource (EOR) is different. Advance LOAs use EOR **"4110"**	You **must** load a unique and separate LOA for Local Travel	The Element of Resource (EOR) is different. Local Travel LOAs use EOR **"2105"**	You must load a separate LOA if your organization/ traveler is using a CBA (indicated by CP-C) in DTS. In addition, a CBA Account Number must be available for selection	The Element of Resource (EOR) is different. CBA LOAs use EOR **"2102"**
	WAAS-DISA	You **must** load a per diem LOA for Lodging, Meals & Incidental Expenses	You **must** load a unique and separate LOA for advances	The Element of Resource (EOR) is different. Advance LOAs use EOR **"4110"**	You **must** load a unique and separate LOA for Local Travel	The Element of Resource (EOR) is different. Local Travel LOAs use EOR **"2105"**	You must load a separate LOA if your organization/ traveler is using a CBA (indicated by CP-C) in DTS. In addition, a CBA Account Number must be available for selection	The Element of Resource (EOR) is different. CBA LOAs use EOR **"2102"**
	WAAS-WHS	You **must** load a per diem LOA for Lodging, Meals & Incidental Expenses	You **must** load a unique and separate LOA for advances	The Element of Resource (EOR) is different. Advance LOAs use EOR **"4110"**	You **must** load a unique and separate LOA for Local Travel	The Element of Resource (EOR) is different. Local Travel LOAs use EOR **"2105"**	You must load a separate LOA if your organization/traveler is using a CBA (indicated by CP-C) in DTS. In addition, a CBA Account Number must be available for selection	The Element of Resource (EOR) is different. CBA LOAs use EOR **"2102"**

NOTE: You must obtain the correct LOAs for each condition from your organization's Financial Manager

6 AUTHORIZING OFFICIAL (AO)

6 AUTHORIZING OFFICIAL (AO)

The AO in DTS is the individual in the traveler's supervisory chain who controls the mission, authorizes the trip, and who typically has control of the funds for temporary duty travel (TDY/TAD). This shift in responsibility requires that the AO have functional knowledge of simplified entitlements contained in Appendix O of the Joint Federal Travel Regulations (JFTR)/Joint Travel Regulations (JTR). DTS provides the AO with compliancy audits and on-line access to simplified entitlements. Therefore, AO's are not be required to be travel claims experts, but should have some knowledge of simplified entitlements.

Utilizing DTS, the AO will review and approve travel arrangements submitted by their travelers. The AO must ensure that the arrangements and should-cost estimates are reasonable and consistent with mission requirements prior to approval. Since the AO is responsible for the mission necessitating the travel, the AO is in the best position to make this determination. The AO must also ensure that the proper LOA is applied to the transaction, particularly when the AO has responsibility for more than one. Each LOA includes a label in plain language assigned by the FDTA to facilitate this process.

The AO must ensure that sufficient funds are available in their organization's travel budget to properly cover the financial transaction. AO's cannot authorize travel when the should-cost estimate exceeds the amount of funds available in their travel budget. If this should occur, the AO must first contact their FDTA for further guidance.

The AO approval of an authorization also establishes an obligation in the official accounting records to cover the disbursement of future payments to the traveler for travel expenses associated with the trip.

Due to changes in the DoD Financial Management Regulation that resulted from travel reengineering, Authorizing Officials (AO) can be held accountable for their actions related to the approval of DTS travel authorizations as determined by the Services/Agencies.

The AO will use the edit and policy checks built into DTS to review and approve travel arrangements. All items identified as a policy exception by DTS must be reviewed by the AO on an individual basis. Justification must be provided as a part of the official record if exceptions are approved. All documents that support policy

exceptions/justification should be maintained as part of the official record. AO's must exercise discretion consistent with mission requirements and the Joint Federal Travel Regulations (JFTR)/Joint Travel Regulations (JTR), Appendix O, as they apply in approving or denying items identified as exceptions to policy.

If an AO, acting as a CO, judges the actual claims to be inconsistent or unrealistic with respect to the should-cost estimate, the AO can disapprove those elements of the travel claim. The AO will rely on the DTS computation module for assistance with analyzing, reconciling, and comparing claims for actual travel expenses to the previously approved should-cost estimate.

All AO's must be appointed in writing as an accountable official and, as such, may be held peculiarly liable for erroneous payments resulting from the negligent performance of their duties. As of 1 January 2004, DFAS has implemented a new/updated DD Form 577 that serves as the appointment record for CO's. Further guidance is provided in Appendix M of this document. CO's appointed prior to 1 January 2004 **do not** need to be reappointed on the DD Form 577. See DODFMR, Vol. 5, Chapter 33 for further details on pecuniary liability. When the appointment as an accountable official ends, the appointment must be revoked using the DD Form 577 as well, and the user's access to additional functions must be deleted by reducing the person's permission levels to the lowest level required to perform their duties. .

An AO may also be a Certifying Official (CO) if he/she approves vouchers for payment, as well as Authorizations that include a non-ATM Advance or a Scheduled Partial Payment (SPP). If appointed as a CO, the AO is responsible for certifying the reasonableness of the request for reimbursement of travel expenses. In this capacity, the AO is required to retain all applicable receipts in the office where certification occurred for 6 years and 3 months. DTS now has the capability to allow electronic attachment of travel receipts to a DTS trip record (via faxing or scanning); to assist AO's in satisfying this requirement. Refer to Chapter 2, Section 2.7 ("Receipt Imaging") of the DTS Document Processing Manual (on the www.defensetravel.osd.mil website) for more information. Additional information on CO's duties and responsibilities is contained in Section 7 of this guide.

6.1 Self-Authorizing Officials

Under DTS there are no Blanket Travel Orders, instead, individuals who previously traveled under traditional blanket travel orders can be designated a "self-authorizing official." They act as their own AO, possibly with their own budgets, and can approve their own authorizations and verify fund availability from their budget allocation. Although these officials are given autonomy to approve their own authorizations, they CANNOT certify their own claims for payment. In addition, a self-authorizing official cannot approve their own authorization if it includes a request for a non-ATM advance and/or scheduled partial payment (SPP). An authorized individual in their routing list must approve any authorization that includes a non-ATM advance and/or SPP as well as all vouchers. Thus, although the procedures for self-authorizing officials differ from the non-DTS blanket travel orders, the results and internal controls remain in place.

Self-authorizing officials must be designated in writing in accordance with the DODFMR. On 1 January 2004, the Defense Finance and Accounting Service (DFAS) implemented a new/updated DD Form 577 to serve as the appointment record for accounting officials. The new form and appointment process also applies to accounting officials for DTS. The new DD Form 577 (Appointment/Termination Record – Authorized Signature) combines the appointment, termination, and the signature of accounting officials into one form. The link to the form can be found in Appendix M of this guide. Effective with the Enhanced Jefferson release of DTS, self-authorizing officials must be identified (by selection of a radio button) in their permanent profile.

7 CERTIFYING OFFICIAL (CO)

The Head of the DoD Components (or their designated representatives) must appoint in writing all CO's who certify payments in DTS. The designated CO must also sign the letter of appointment, acknowledging acceptance of the duties and responsibilities. These appointment letters must be maintained by the FDTA. As of 1 January 2004, DFAS has implemented a new/updated DD Form 577 that serves as the appointment record for CO's. Further guidance is provided in Appendix M of this document. CO's appointed prior to 1 January 2004 **do not** need to be reappointed on the DD Form 577. Additionally, the FDTA is required to provide a letter, signed by the

installation/activity commander, to the supporting Disbursing Office stating that all CO's have been appointed in writing in accordance with the DODFMR; this is in addition to forwarding the DD Form 577's for those CO's (Service/Agency representatives can provide further guidance as each Service/Agency may have a slightly different process). When the appointment as a certifying official ends, the appointment must be revoked on the DD Form 577, and the user's access to additional functions in DTS must be revoked by reducing the person's permission levels to the lowest level required to perform their duties. A sample letter confirming the appointment of certifying officials is included in Appendix M of this guide, although individual disbursing officers may require a different format. **An appointment letter cannot be generated until the individual has completed the required CO legislation training**.

Certifying Officials (COs) are any persons who apply the "Approved" stamp to:

- Authorizations that include a non-ATM advance and/or Scheduled Partial Payment (SPP)
- Vouchers from Authorization
- Local Vouchers
- Transportation Officials (TOs) who approve Centrally Billed Account (CBA) invoices for payment in the DTS CBA Reconciliation Module

Under DTS, certification is done electronically using the DoD PKI digital signature. The CO's are accountable for ensuring that the payments they certify are approved and in proper form. The CO performs certification for payment (to include non-ATM advances and/or SPP's) and certifies travel claims and is peculiarly liable for improper or illegal payments. CO's cannot authorize payment for their own travel and are also held peculiarly liable for any erroneous payments they certify.

The traveler or Non-DTS Entry Agent (NDEA) (see Section 9 of this document) must digitally sign (NDEA's utilize the "T-entered" stamp) the travel claim and DTS will route the claim to their AO/CO for approval. Travelers are responsible for the accuracy and completeness of all travel information entered into the DTS. Receipts are required to be maintained (in either paper or electronic format) in the office where certification/approval occurred for 6 years, 3 months (see DODFMR, Volume 9, Chapter 2). In addition, the NDEA is required to maintain the original voucher (the DD 1351-2 signed by the traveler) and all substantiating documents for 6 years, 3 months. If the receipts are not available, a written statement may be accepted instead. DTS now has the

capability to allow electronic attachment of travel receipts to a DTS trip record (via faxing or scanning); to assist AO's in satisfying this requirement. Refer to Chapter 2, Section 2.7 ("Receipt Imaging") of the DTS Document Processing Manual (on the www.defensetravel.osd.mil website) for more information.

The CO's main responsibility is to ensure travel claim payments are:

a. Legal – All travel claim payments certified must be legal, legitimate, and not prohibited by law.

b. For Official Business - The travel expenses claimed must be proper and not for anyone's personal expenses or personal benefit.

c. Properly Authorized - Documentation must support items previously approved by the AO in the should-cost travel estimate. This would include, but is not limited to, receipts, invoices, bills, and any approvals performed outside of DTS.

d. Accurately Prepared – Travel claims must be consistent with the supporting records and applied to the correct line of accounting.

e. Supporting Documentation Retained for Review - The DMDC archive/MIS will retain an electronic copy of all DTS documents (authorizations, vouchers, and local vouchers for six (6) years, three (3) months. Receipts and any substantiating documents must be retained in the office where certification occurred. The DTS receipt imaging capability, as previously referred to, satisfies this requirement.

The CO certifies DTS payments. The liability of a CO is prescribed under United States Code (USC), Title 31, Money and Finance, Sections 3528 and 3529. CO's are held personally accountable for using reasonable care, prudent judgment, and all resources available to them to verify that the travel claims they certify are legal, proper, and correct. If any payment of a certified travel claim is found to be illegal, improper or incorrect, and when evidence indicates that prudent judgment was not used and other reasonably available resources, if used, would indicate that the travel claim should not have been certified for payment, the CO may be required to reimburse the government.

In accordance with 31 USC 3528, CO's are not required to make good on erroneous payments they have certified if:

a. They made certifications based on official records

b. They exercised due diligence and good judgment in performing their duties

c. They had no personal knowledge of any illegal, improper or incorrect payments and could not be expected to uncover them in the reasonable performance of their assigned duties

d. The obligation was incurred in good faith

e. No law specifically prohibited the payment

f. The government received value for the payment

The amount of pecuniary liability for a CO is the amount of the erroneous payment, reduced by any amounts recovered from the traveler who filed the travel claim. Generally, the amount is determined during the investigation process.

A formal investigation may be conducted if authorities believe that a CO certified an improper or incorrect payment. The commander/supervisor is the individual who makes the determination if a formal investigation is necessary. If an investigation is conducted, the findings must be supported by documentation that shows there was a physical loss, the loss was illegal, incorrect or improper, and the loss was caused by negligence. For accounting officials, pecuniary liability attaches when the investigating officer determines that any erroneous payment was the result of the accountable official's negligence. For CO's, in all cases, the presumption is negligence and those individuals bear the burden of proof in establishing the absence of negligence.

Until the DoD policy of using the individual government travel charge card to purchase commercial transportation is fully implemented, the DTS will be utilized to electronically reconcile and certify the Centrally Billed Accounts (CBA). A CBA is an account used for the purchase of official transportation tickets established between the Government and the government charge card vendor. Reconciliation and payment is a separate process from the reimbursement of individual travel vouchers. CBA's are usually administered through the government transportation offices. Under DTS, the Transportation Officer (TO) will be responsible for certifying these invoices and digitally signing the invoice as being correct.

Note: The CBA Reconciliation Module is currently scheduled for release in 2004.

8 REVIEWING OFFICIAL

A Reviewing Official is appointed in writing to perform pre- and post-payment reviews of vouchers certified by a CO. For DTS transaction, the pre-payment reviews are performed by the DTS system. Reviewing Officials are responsible for performing post-payment reviews only.

Initially, individuals from the Defense Finance and Accounting Service (DFAS) will conduct a review of 100% of vouchers for these post-payment reviews. DFAS personnel will conduct random post-payment reviews when sufficient volume of vouchers are processed to determine the legality, propriety and correctness of payments that have been made under DTS. Reviewing Officials cannot serve in the positions of a CO, disbursing officer, or accountable official and should not be in the supervisory chain of the CO or disbursing officer. In addition, organizational audit/internal review personnel can access the DTS and/or Archive to conduct reviews on an as required basis.

The designated FDTA, or installation point of contact is notified immediately following each completed review of any instances where it was determined that the traveler was overpaid or underpaid on the particular trip record. It is the responsibility of the FDTA, or designated point of contact, to review the determination and coordinate with the appropriate AO and/or traveler to initiate collection action or processing of a supplemental payment as deemed appropriate. Per DoD FMR Vol 9, Ch. 2, the FDTA is the accountable official for Debt Management procedures.

Note: This is a separate function from a person in the traveler's routing list that may be assigned to review the authorization prior to AO approval.

9 NON-DTS ENTRY AGENT (NDEA)*

A non-DTS Entry Agent (NDEA) is a military member or DoD employee, designated in writing by local command authority, responsible for the input of trips requests (authorizations) and claims for reimbursement (vouchers) in DTS for unconnected travelers who do not have reasonable access to DTS. A DTS user can be designated as a NDEA in their user profile by the DTA; this designation provides the user access to the "T-Entered" stamp. Those NDEA's, who will not be putting a "T-Entered" stamp on travel claims, but rather serving as an NDEA to input Authorizations only,

should **not** have this profile designation selected. When the NDEA digitally signs a voucher from authorization, or a local voucher, on behalf of another traveler, he/she must use the "T-Entered" stamp, which signifies that the document is being signed by an authorized person other than the traveler, and allows the voucher to be processed. When the NDEA creates the voucher, he/she must enter data from the traveler's physically signed paper voucher and certify that the data is entered as claimed on the manual travel voucher. That is, the NDEA is not responsible for the validity of the manual voucher signed by the traveler, but is responsible for entering the data correctly as presented. The NDEA must retain the paper voucher and all supporting documentation in accordance with DoD regulations (currently 6 years, 3 months) for all documents they enter into the DTS.

* Note: The term Non-DTS Entry Agent replaced the old term Designated Government Entity (DGE) in the DODFMR, Volume 9, Chapter 2, effective August 2003.

10 OTHER FINANCE FUNCTIONALITY

10.1 Advances and Scheduled Partial Payments (SPP)

DTS users without a Government issued travel charge card, or traveling to a location where it's use is impracticable, can request a non-ATM (EFT) advance during the creation of their authorization in DTS. Additionally, DTS users traveling on an extended TDY – exceeding 45 days – can request scheduled partial payment (SPP) during the creation of their authorization in DTS.

Currently, DTS allows (and the DODFMR permits) users to request both a non-ATM advance and a SPP for the same authorization. Because the non-ATM advance is programmed to pay for up to 45-days worth of entitlements and the SPP pays in increments of 30 days, processing both for the same authorization may lead to the traveler being in a DUE U.S. status after processing their final settlement voucher upon completion of TDY (the DODFMR currently does not allow for the non-ATM advance amount to be deducted from the SPP amount).

It is recommend that travelers do not request both an advance and SPP for the same authorization in order to avoid the potential for a DUE U.S. However, in cases when the traveler requests both a non-ATM advance and an SPP, the traveler or AO should reduce the amount of the computed non-ATM advance amount before approving

the authorization. When doing so, the amount of the non-ATM advance should be reduced to allow for 30 days worth of entitlements (as opposed to 45 days). Doing so will reduce the likelihood of the traveler being in a DUE U.S. status upon completion of their settlement voucher.

In the event a traveler is required to make an advance payment for registration fees or long-term lodging, and does not have a Government travel charge card to pay the fees, he/she could utilize DTS to process an advance specifically for the amount of the advance required – rather than for the entire amount. The traveler could then utilize DTS to request an SPP for the remaining portion of the trip (assuming it exceeds 45 days). **Note: Organizations that are DTS-Tailored for finance cannot take advantage of the non-ATM advance and scheduled partial payment functionality in DTS. Travelers requiring either a non-ATM advance and/or a scheduled partial payment must process their authorization outside of DTS.**

While DTS normally computes a standard non-ATM advance at 80 percent of the obligated amount per Line of Accounting, non-ATM advances up to 100 percent can be approved in the system by the AO/CO; this feature is only available if the "Card Holder" status in a traveler's profile is temporarily changed to "Full Advance Authorized" by a DTA. As stated in DODFMR, Vol 9, Chapter 5 (050503.D), the approval authority for these advances has been granted to the AO/CO, as opposed to the previous process of requiring approval from DFAS.

10.2 Personal Leave with Official Travel – Phase 1

PLOT – Phase 1 functionality will correctly calculate per diem entitlements when a traveler takes personal leave in conjunction with their official travel. Currently, DTS is certified to only process PLOT travel when leave is taken from a TDY location when the traveler returns to the same TDY location to complete the TDY after leave has been taken. The system will calculate per diem entitlements in accordance with the JTR/JFTR.

Travelers are not entitled to utilize GSA city pair flights for personal travel. Travel arrangements must be made in accordance with local business rules. If DTS is utilized to make travel arrangements, comments must be provided to the CTO regarding the non-official portion of the trip to allow the CTO to make the necessary arrangements

and bill the Government and the traveler accordingly. A higher CTO transaction fee may result if the CTO is used to book the non-official portion of travel.

Travelers are required to process the applicable leave documents in accordance with Service/Agency local policy – there is currently no interface to any Service/Agency leave or pay system to allow processing through DTS.

10.3 Read Only Access (ROA)

Read Only Access (ROA) allows authorized users access to DTS trip record data for travelers that are not part of the users organization. Access is typically authorized for personnel who conduct audit, research, or error correction purposes only. Access must be coordinated through the respective Service/Agency Travel Offices (at the Service/Agency headquarters level) and must be requested in writing. Personnel with ROA access will be NOT able to edit any information in the DTS trip record.

Personnel who's duty performance requires access to documents outside of their parent Service/Agency may request special access by completing a request for ROA access, obtaining DoD component approval, and submitting the approved request (see MS Excel spreadsheet attached) to the PMO-DTS at:

Program Management Office – Defense Travel System
241 18th St.
Arlington, VA 22202-3402
Or via e-mail at dtsfwg@pmodts.com

Name G=Gov; C=Contractor	SSN	Email	Organization Access (Note 1)	UIN (Note 2)	Reason for Access (Note 3)	Lenth of time for Access (Note 4)
Example: ***Doe, John L. (G)***	***123-45-6789***	***doej@xxxx.xxxx.xxx***	***DoD***	***900000011***	***Auditor working on Transportation Payment Audits for DoD travelers.***	***Indefinite***

Data in all fields must be provided at time access is requested. Request must be approved by appropriate Service/Agency representative.
Note 1: Organizational access requested must be job related.
Note 2: UIN is provided at time PKI is issued. Must be provided in order to set up user in DTS.
Note 3: Must substantiate request for access in order to accomplish workload.
Note 4: Indefinite time limit must be supported by workload requirements.

10.4 Receipt Imaging

With the release of DTS 1.5.4.16 in February 2004, travelers are now able to scan or fax their receipts into DTS using a toll free telephone number. The toll free telephone number will appear on the fax cover sheet in addition to the local telephone number when printed from DTS. The toll free telephone number to use when faxing receipts into DTS is 1 (866) FAX-4-DTS or 1 (866) 329-4387. **If you are located in the National Capitol Region you should fax your receipts into DTS using the local telephone number (703) 266-6880**. Refer to Chapter 2, Section 2.7 ("Receipt Imaging") of the DTS Document Processing Manual (on www.defensetravel.osd.mil website) for more information. Receipts will be archived with the travel document for 6 years, 3 months.

10.5 Drag & Drop Functionality for GOVCC charges

The Charge Card Vendor (CCV) Drag & Drop functionality will allow the traveler to see a list of the current charges posted to the GOVCC issued in their name. The intent of this functionality is to assist the traveler with the completion of their voucher to ensure

all charges have been properly captured. DTS has learned that travelers often forget to add some charges to their voucher that are legitimate expenses. The Post Payment Review (PPR) process has identified several key areas where travelers forget to add expenses to their vouchers (i.e. – ATM fees) and this Drag & Drop functionality will assist with creating accurate vouchers.

The charges will appear via a batch upload on a nightly basis. Therefore, the charges will be as current as the most recent load from the CCV. Although all charge card activity will be visible to the traveler, only a subset of the information will be available for dragging to the voucher. For instance, the ATM fees will be available items to drag to a voucher; however specific hotel fees may not be included. Presumably the specific hotel fees would be covered under the lodging allowance and other incidentals (i.e. – movies) are not valid expenses.

Because government travelers received per diem for lodging, meals and incidentals, DTS will not provide the ability for travelers to drag and drop all transactions. Items such as hotel charges, meal charges, or other items covered by per diem will only be available for display.

*Note: The traveler will still be required to associate the expense with a Line of Accounting; however the intent of this functionality is to increase the accuracy of vouchering.

11 OBLIGATIONS AND DISBURSEMENTS

DTS records all travel data based on the AO's approval and produces a single common output that is mapped to the unique specifications of each particular DADS. DTS then electronically passes the appropriate data to the DADS, via the Defense Electronic Business Exchange (DEBX).

DTS uses Electronic Commerce/Electronic Data Interchange (EC/EDI) X12 format type transactions. EC/EDI is used for conducting business in all-electronic environments and provides a computer-to-computer exchange of business transactions (the X12 format). This allows all transactions to be processed in the same manner. There are many advantages of using EC/EDI, but the most significant are reduced paperwork

and a faster response time for payment to the traveler. EC/EDI is also an e-Government initiative and a National Performance Review (NPR) goal.

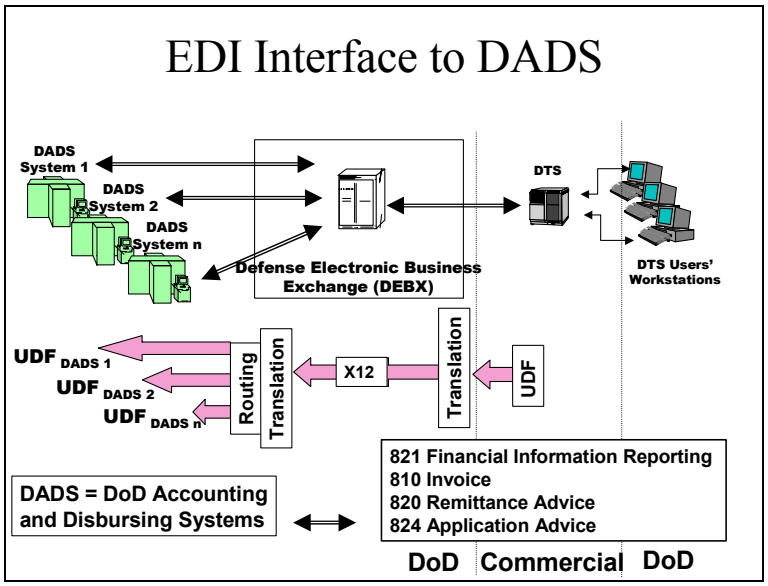


Figure 1. EDI Interface to the Defense Accounting and Disbursing Systems (DADS)

The process starts with the traveler creating the trip record at a workstation that is processed in DTS. DTS performs the computation, validates the AO's digital signature, and sends the transaction using the system's User Defined File (UDF) to the Defense Electronic Business Exchange (DEBX) to the DADS. The UDF is simply a file format native to the particular application used.

The DEBX, maintained by the Defense Information Systems Agency (DISA), is the hardware and software that supports the flow of transactions. The DEBX will translate the transaction from DTS into an X12 type format and then perform a second translation of the X12 transaction set into the UDF for the appropriate DADS. The DEBX then routes the transaction to the appropriate DADS for processing. If the data does not pass the edit of the accounting or disbursing system, an error message will be generated by the DADS and sent back through the DTS to the appropriate DTA for correction. The process for correcting the error is discussed further in the DTA Training Guide. The various X12 transaction sets that are used in DTS are:

a. The 821 transaction-set are used for obligating funds and adjusting obligations. The data elements that are part of this transaction set are the data elements used by the specific DADS to record obligations.

b. The 810 transaction-set are the invoice for payment. The data elements that will be included are the data elements used by the specific DADS in processing payments.
c. The 820 transaction-set are the remittance advice. The remittance advice provides information to the traveler, AO, and DTA indicating that a payment has been made.
d. The 824 application-advice is used to pass messages regarding errors. The data will consist of a transaction reference number, travel authorization number, and a description of the error.

12 ERROR CODES

Currently there are over 140 different error codes identified within the EC/EDI environment. This list of error codes was developed by the DFAS system proponents and is maintained by the PMO-DTS. The DTA Training Guide, Appendix G, explains and lists the error codes associated with translation errors rejected by the DEBX, as well as error codes returned when rejects occur at the DADS.

If the DADS reject an electronic financial transaction (either an 810 or 821), it will send an 824 application-advice to DTS. DTS will then generate e-mail to the traveler and the organization's DTA. The e-mail message will provide the travel authorization number and provide a description of the problem and any definitions. The FDTA will not see the actual codes but will have a description of the problem.

The DTA, depending on the type of error being reported, will route the error message to the appropriate subject matter expert for correction.

For the error codes generated by the DADS through the DEBX to DTS, DTS will translate them into the definition and provide a description for each. The travel authorization or voucher will then need to be resubmitted after each 824 correction.

13 PRIVACY ACT CONSIDERATIONS

The Privacy Act of 1974 covers DTS information. Users of this Guide should be aware that the Department of Defense is under an affirmative statutory obligation to establish appropriate administrative, technical and physical safeguards to ensure the

security and confidentiality of the DTS records and to protect against anticipated threats or hazards to their security or integrity that could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom DTS information is maintained. Users also have an affirmative obligation to ensure that DTS information to which they have access to be used only for official business, that the confidentiality of the information being used is preserved and protected, and that any disclosures of DTS information are expressly authorized by pertinent statutory and/or regulatory authority.

14 DEFENSE TRAVEL SYSTEM – LIMITED

14.1 Background

1. The Defense Travel System-Limited utilizes Travel Manager 7.1.C to provide the following travel management capabilities:

   a. Electronic travel order preparation and authorization

   b. Preparation of should cost obligation estimates

   c. Budget Module

   d. Static database of airline and hotel data

   e. Ability to print travel related forms

   f. Route and review functions

   g. Computations of final travel settlement with limitations

   h. User training and installation assistance

   i. User developed external financial interfaces

2. The following capabilities are NOT provided in DTS-Limited:

   a. Interface to the DoD Public Key Infrastructure (digital signature)

   b. Interface to the Defense Table of Official Distances (DTOD)

   c. Electronic Data Interchange (EDI) to Defense Accounting and Disbursing Systems (DADS)

   d. Live availability of travel reservation data through the commercial Global Distribution Systems (GDS)

   e. Interface to the official DoD travel archive operated by the Defense Manpower Data Center (DMDC)

14.2 Procedures for Use

14.2.1 General

The use of DTS-Limited will be in a manner consistent with the use of full DTS as provided in the DTA training program, this guide, and Appendix O of the Joint Travel

Regulations/Joint Federal Travel Regulations (JTR/JFTR). Users must comply with Service and Agency travel policies and with the requirements of Commercial Travel Office (CTO) contracts. Use of DTS-Limited will be consistent with training provided by the PMO-DTS. As such, the roles of the DTA, AO/CO, and traveler under DTS-Limited remain consistent with the use of full DTS. The policies and procedures outlined in this document apply to all levels of use for DTS-Limited.

14.2.2 DTS-Limited Levels of Operation

DTS-Limited offers three levels of operational use. Users will determine the level of operation to be utilized within their respective organizations. The levels of operation are:

Level 1	Electronic travel order writer designed to function within the current standard, paper-driven process. DTS-Limited will generate an accurate should cost computation, provide electronic route and review and print all travel forms.
Level 2	Level 1 capabilities plus electronic voucher computation designed to function within the current standard, paper-driven process for AO certification. Pre-certified computed vouchers (hard copy) will then be forwarded to the appropriate disbursing activity for processing – providing a cost-savings to the user.
Level 3	Level-1 and Level-2 capabilities plus a user developed external interface to accounting and disbursing systems or Commercial Travel Offices (CTOs). Users are responsible for the development of all electronic interfaces. Accounting and disbursing interfaces must be developed in accordance with requirements established by the Defense Finance and Accounting Service (Attachment 1). CTO interfaces must be developed in accordance with current CTO contracts.

14.2.3 System Users

a. Defense Travel Administration (DTA) - Personnel to staff the DTA function shall be appointed formally based on functional area or responsibility, technical expertise, and organizational requirements. DTAs must be properly trained in all aspects of their responsibilities. Commanders of organizations using DTS-Limited must ensure that permission level access assigned to DTAs provide safeguards against fraud, waste, and abuse.
b. Authorizing Officials - Local commanders shall appoint authorizing officials in writing in a manner determined to best meet mission accomplishment. Authorizing officials will ensure that travel is authorized in accordance with Appendix O of the JTR/JFTR. Local commanders are responsible for ensuring that authorizing officials receive appropriate training, including fund control responsibilities where certification of funds is involved.
c. Travelers - Local commanders will determine personnel authorized to access and use DTS-Limited as travelers and are responsible for ensuring that travelers are properly trained. Travelers will access and use DTS-Limited to create travel authorizations, plan travel itineraries, develop should cost travel estimates, prepare travel settlement claims, and perform other traveler related functions.
d. Certifying Officers - Certifying officers shall be appointed in writing in accordance with Volume 5, Chapter 33 of the DoD FMR. Certifying officers must substantiate travel claims in accordance with Volume 9 of the DoD FMR.

14.2.4 Travel Settlement Computation

DTS-Limited has been certified, with qualifications, to compute final travel settlement and payment. All prohibited types of travel listed in Appendix O, paragraph T4000 of the JTR/JFTR shall **not** be processed through DTS-Limited for final payment. The following additional travel categories do not compute correctly and should not be processed through DTS-Limited for final payment:

a. Personally procured transportation (tickets not purchased through a government travel office). There are no verifications in DTS-Limited to determine if GSA city-pairs were used or if business or first class tickets were purchased. These trip records require forwarding to the Authorizing Official for review of ticket receipt

b. TDY/TAD with leave (civilian/military), TDY with accompanying dependents, and constructive travel

c. Do not process field duty with occasional missed meals for civilian and military and also field duty requiring lodging cost for civilians through DTS-Limited

d. Private auto mileage other than terminal mileage should not be processed through DTS-Limited unless the official mileage has been validated with the Defense Table of Official Distances (DTOD) and authorized

e. Do not process partial payments through DTS-Limited

f. Do not process travel settlement vouchers with non-Automated Teller Machine (ATM) advances through DTS-Limited

14.2.5 Pre/Post Payment Audit Random Review

Level 1: Follow procedures established in the DODFMR, Volume 9, Chapter 2, Annex 1.

Level 2: Follow procedures establish in the DODFMR, Volume 9, Chapter 2, Annex 2.

Level 3: Follow procedures established in the DODFMR, Volume 9, Chapter 2, Annex 2.

14.2.6 Debt Management

DoD Components shall follow current debt management processes for the collection of overpayments outside of DTS.

14.2.7 Defense Accounting and Disbursing Systems (DADS)

All travel authorizations and travel settlements processed by DTS-Limited shall be submitted to the servicing finance and accounting organization for DADS processing in accordance with current policies, practices, and procedures. Any electronic interfaces must be developed in accordance with the requirements at Attachment 1 of this chapter.

14.2.8 Document Retention

All pertinent substantiation documentation shall be maintained in accordance with DoD FMR, Volume 9, Chapter 2.

14.2.9 Internal Controls

Essential internal controls shall be observed in accordance with pertinent financial management regulations.

14.3 Technical Requirements

a. DTS-Limited is a commercial off the shelf (COTS) software product that has been modified slightly for DoD use. DTS-Limited is available for stand-alone and client server modes of operation. The software is installed via CD-ROM. The contractor shall provide installation assistance at limited DoD locations. Local commanders are responsible to ensure that local area networks and systems infrastructure is compatible with DTS-Limited

b. DTS-Limited software shall provide the same permission levels and table setups as DTS with minor modifications as established by local users. Minor changes to the selected table setups are necessary because there are no global external interfaces with DTS-Limited

14.4 Configuration Management

The PMO-DTS shall provide DTS-Limited software and utility program changes in a timely manner as they are generated, tested, and certified. DTAs shall ensure that DTS-Limited software changes and travel per diem rate changes are updated in DTS-Limited as they occur. The Per Diem, Travel and Transportation Allowances Committee (PDTATAC) publish per diem rates on a monthly basis. Local commanders shall ensure that DTS-Limited utilizes the most current per diem rates. Per diem rates are published monthly and may be downloaded from the PDTATAC web site located at http://www.dtic.mil/perdiem.

DoD Components are responsible for identifying to the PMO-DTS Level-3 usage by location upon implementation of DTS-Limited. In addition to the location, this information also shall include the DADS for which interfaces have been developed. Interfaces with Global Distribution Systems, Commercial Travel Office (CTO), and other non-DADS commercial interfaces shall be approved by the PMO-DTS.

14.5 Training

The PMO-DTS provides some DTS-Limited training. The comprehensive training plan includes hands-on training and computer based training for DTAs plus training related to federal travel policies and procedures. The hands-on training will be conducted in the field and at a contractor facility in the Northern Virginia area.

14.6 Systems Acceptance

Commanders agree that use of DTS-Limited will be in accordance with the procedures outlined herein.

ATTACHMENT 1. Electronic Interface Requirements Required by the Defense Finance and Accounting Service

1. Interfaces for DTS-Limited will be developed at the DoD Component level.

2. DoD Components shall ensure that a waiver to use digital signature in DTS-Limited is coordinated with Assistant Secretary of Defense (Command, Control, Communications & Intelligence). The electronic signature must meet the National Institute of Standards and Technology (NIST) requirements. Review and approval signature levels for vouchers and orders must provide adequate internal controls to ensure appropriate signatures are matched to the appropriate level.

3. DoD Components are responsible for interfaces/connectivity requirements, including the allocation of funding to implement those requirements.

4. DoD Components shall ensure that existing interfaces/connectivity with accounting and disbursing systems are functional with the current version of computational software.

5. DoD Components shall ensure that interfaces/connectivity requirements for DFAS systems not currently interfaced, are coordinated, programmed, and tested with the servicing DFAS Field Site.

6. DoD Components shall ensure that interfaces/connectivity requirements for non-DFAS systems are coordinated, programmed, and tested with the owners of those systems.

7. The DFAS shall validate and certify the interfacing/connectivity capability of the Defense Accounting and Disbursing Systems (DADS).

15 CONCLUSION

Travel transactions processed and approved through DTS have a major impact on the use of an organization's funds. The system greatly enhances the AO's ability to expend funds in a manner that best meets the organization's mission requirements. Along with this increased authority for AO's over their budgets comes increased responsibility. However, the budget and financial personnel who previously bore that responsibility are still available to provide guidance to AO's who were not previously held accountable for financial decisions. In addition, the FDTA's retain much of their earlier responsibility and liability for certifying fund availability and for properly training AO's and voucher certifying officials on how to perform their duties. This guide is one of many tools that the FDTA can use to ensure that AO's and CO's are properly informed concerning DTS financial processes and procedures.

APPENDIX A – Acronyms

AO	Authorizing Official
ATM	Automated Teller Machine
BP	Business Processes
CBA	Centrally Billed Account
CCV	Charge Card Vendor
CO	Certifying Official
COL	Certifying Officer Legislation
CTO	Commercial Travel Office
DADS	Defense Accounting, Entitlement and Disbursing Systems
DEBX	Defense Electronic Business Exchange
DFAS	Defense Finance and Accounting Service
DGE	Designated Government Entity (now referred to as NDEA)
DODFMR	Department of Defense Financial Management Regulation
DTA	Defense Travel Administration
DTS	Defense Travel System
DTS-L	Defense Travel System - Limited
DTS-T	Defense Travel System - Tailored
EC	Electronic Commerce
EDI	Electronic Data Interchange
FDTA	Finance DTA
FY	Fiscal Year
IBA	Individually Billed Account
JFTR	Joint Federal Travel Regulations
JTR	Joint Travel Regulations
LOA	Line of Accounting
LDTA	Lead Defense Travel Administrator
NDEA	Non-DTS Entry Agent
NGMS	Northrop Grumman Mission Systems
OUSD(C)	Office of the Undersecretary of Defense (Comptroller)
PLOT	Personal Leave with Official Travel
PDS	Permanent Duty Station
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PKI	Public Key Infrastructure
PMO-DTS	Program Management Office - Defense Travel System
POC	Point of Contact
ROA	Read Only Access
TO	Transportation Officer
SPP	Scheduled Partial Payment
UDF	User Defined File
UIN	Unique Identification Number

APPENDIX B – Using Standard DTS Reports for Processing Travel Related Military Pay Entitlements

There are five standard reports generated from the DTS Management Information System (MIS) module that military pay technicians can use for documenting travel-related military pay transactions. These reports can be generated on a regular basis from travel authorizations or paid vouchers according to DFAS, Service/Agency, or local guidelines. They can be produced on a schedule determined by the individual organizations. Military pay technicians can use these reports in the place of the travel orders and travel vouchers that were used to document various transactions.

The responsibility for generating the reports is a decision that must be made by each organization based on guidance from their service or agency. For organizations that processed their own travel vouchers before DTS, the responsibility for producing these reports may fall to the former travel clerk. It may become the responsibility of the organizational FDTA. For other organizations, an orderly room clerk may be responsible for producing these reports. If an organization does not process military pay transactions locally, the FDTA must work with the military pay office that does process the transactions to establish procedures for producing the reports and getting them to the military pay technicians.

These reports should be generated on a regular schedule and often enough to allow the military pay technicians sufficient time to enter transactions before the next pay cycle. For large organizations with many transactions, the reports should probably be generated weekly. For smaller organizations with few transactions, monthly reports may be more appropriate. Using paid travel vouchers to generate the reports will produce more accurate reports, and all entries will be entered after the entitlement is due.

The following are the five reports, an explanation of what the report shows, and how each can be used. All information that was formerly provided on the travel voucher may not be present on the report. If additional information is needed from the traveler's record, the travel office technician should either have Read Only Access (ROA) to the traveler's data in DTS, or should be able to contact the traveler's DTA for a copy of the travel record. It is the DTA's responsibility to decide who should have the necessary access to the DTS MIS or ROA modules to generate the reports or to be able to access the travelers' records. For further information on using the MIS Reports Module beyond

what is included in this Guide, please reference Appendix U, “MIS Reports Module Instruction”, in the DTS DTA User’s Manual.

Enlisted BAS Report

This report is used to determine when an enlisted member's BAS entitlement changes because of TDY/TAD status. The data can be selected from Travel Authorizations (TA) with proceed date beginning between xx/xx/xxxx and xx/xx/xxxx or from Travel Vouchers (TV) paid between xx/xx/xxxx and xx/xx/xxxx. This report includes all enlisted members with TAs or TVs within those dates. Data will include the following information, printed as shown:

SS No. Arrive Date	Name Location	Rank Depart Date	Doc. Name	TA Number	Pay Date
123-45-6789	Doe, John RES: Alexandria, VA	ME-07 12/01/2001	Voucher 1	AAAAB1	12/22/2001
12/01/2001 12/16/2001	Ft. Huachuca, AZ RES: Alexandria, VA	12/15/2001			

OCONUS Travel Report

This report is used to determine whether a member is entitled to foreign duty pay because of TDY/TAD status. It is also used to follow up on Hostile Fire Pay/Imminent Danger Pay and Combat Zone Tax Exclusion for members deployed to select areas. The date can be selected from Travel Authorizations (TA) with proceed date beginning between xx/xx/xxxx and xx/xx/xxxx or from Travel Vouchers (TV) paid between xx/xx/xxxx and xx/xx/xxxx. This report includes all uniform members with TAs or TVs within those dates that performed duty outside CONUS. Data will include the following information, printed as shown:

SS No. Arrive Date	Name Location	Rank Depart Date	Doc. Name	TA Number	Pay Date
123-45-6789	Doe, John RES: Alexandria, VA	ME-07 12/01/2001	Voucher 1	AAAAB1	12/28/2001
12/02/2001 12/15/2001 12/19/2001	London, UK Paris, France RES: Alexandria, VA	12/15/2001 12/19/2001			

FSA Report

This report is used to determine whether a member may be entitled to Family Separation Allowance because of TDY/TAD status in excess of 30 days. Data can be selected from Travel Authorizations (TA) with proceed date beginning between xx/xx/xxxx and xx/xx/xxxx or from Travel Vouchers (TV) paid between xx/xx/xxxx and xx/xx/xxxx. If the report is generated from Travel Authorizations rather than Travel Vouchers, it is important that the dates selected be at least 30 days in the past. It is important to note that DTS does not maintain records of a member's dependents, so the military pay technician must also determine the status, type, and location of the member's dependents before processing FSA entitlements. This report includes all members with TAs or TVs within those dates that are in a travel status for over 30 days. Data will include the following information, printed as shown:

SS No. Arrive Date	Name Location	Rank Depart Date	Doc. Name	TA Number	Pay Date
123-45-6789	Doe, John RES: Alexandria, VA	ME-07 11/01/2001	Voucher 1	AAAAB1	12/23/2001
11/01/2001 12/16/2001	Ft. Huachuca, AZ RES: Alexandria, VA	12/15/2001			

Military Leave Report

This report is used to process a member's leave while on TDY/TAD status. Data can be selected from Travel Authorizations (TA) with proceed date beginning between xx/xx/xxxx and xx/xx/xxxx or from Travel Vouchers (TV) paid between xx/xx/xxxx and xx/xx/xxxx. This report includes all military members with documented leave on their TAs or TVs within those dates. Data will include the following information, printed as shown:

SS No. TDY/TAD Dates	Name	Rank Leave Dates	Doc. Name	TA Number Location	Pay Date
123-45-6789 11/01/2001– 12/15/2001	Doe, John	ME-07 11/20/2001– 11/30/2001	Voucher 1	AAAAB1 CONUS	12/26/2001

NOTE: Normal leave documents must still be processed IAW Service/Agency procedures.

Special Duty Conditions Report

This report is used to enter any entitlement changes because of special duty conditions such as field duty or hospital in-patient status while on TDY/TAD. Data can be selected from Travel Authorizations (TA) with proceed date beginning between xx/xx/xxxx and xx/xx/xxxx or from Travel Vouchers (TV) paid between xx/xx/xxxx and xx/xx/xxxx. This report includes all members with a special duty condition reported on TAs or TVs within those dates. Data will include the following information, printed as shown:

SS No.	Name Duty Condition	Rank Inclusive Dates	Doc. Name Location	TA Number	Pay Date
123-45-6789	Doe, John	ME-07t	Voucher 1	AAAAB1	01/01/2002
	Group Travel	11/02/2001	Ft. Huachuca, AZ		
	Field Condition	11/03/2001- 11/12/2001	Ft. Huachuca, AZ		
	In-Patient	11/13/2001- 11/15/2001	Ft. Huachuca, AZ		
	Field Conditions	11/16/2001- 11/30/2001	Ft. Huachuca, AZ		
	Group Travel	12/01/2001- 12/15/2001	Ft. Huachuca, AZ		

APPENDIX C – Requesting Ad Hoc Reports

The Government has the ability to request Ad Hoc queries for unique, one time, data reporting needs. This process is not intended to act as a replacement for standard monthly reports that are typically more complex in nature and require additional analysis and programming. Ad Hoc reports are developed when such reports do not currently exist in DTS. Following are the instructions on how to request an Ad Hoc reports from the DTS Tier-3 Help Desk and a sample (blank) request:

1. The Lead DTA, Service/Agency Representative, or Site POC requests an Ad Hoc report request form through the DTS Tier-3 Help Desk.
2. The Ad Hoc report request form includes specific information that must be completed by the requestor to ensure the report captures all of the necessary information. The requestor should provide the functional use or purpose of the Ad Hoc report and be as detailed and specific as possible. The requestor will need to provide the criteria for the report header and the display format and include criteria to sort the data fields on the report. The following data fields need to be completed by the requestor: Organization, Document Types (AUTH, VCH, LVCH), Document Status (Created, Auth 24 Pass, Cancelled, etc.), Date Range, and any additional data elements.
3. The requestor will channel the Ad Hoc report to his/her Service/Agency O-6 Representative Office, and the O-6 Representative will forward the Ad Hoc report to the Program Management Office (PMO) for consideration.
4. The PMO-DTS Operations Branch audits the Ad Hoc report request form for accuracy and completeness. The PMO-DTS Operations Branch presents the request to the PMO-DTS Deployment and Operations Division Chief for approval.
5. Once the Deployment and Operations Division Chief grants approval, the PMO-DTS Operations Branch submits the request to the Tier-3 Help Desk for action.
6. Upon approval, the Ad Hoc report is processed within 48-72 hours (two to three business days) and provided to the requestor as an MS Excel spreadsheet.

Note: A sample Ad Hoc Report Request is provided on the following page.

1. Personal Information

Requestor's Name:

Today's Date:

Email Address:

Installation: ☐ LDTA ☐ S/A REP ☐ SITE POC

Phone Number/DSN:

DTS Role? (Please write in, if applicable):

2. Functional Use or Purpose (Please be as detailed and specific as possible)

3. Report Header and Display Format

Organization:

Include Sub Organizations: ☐ YES ☐ NO

Doc Types (AUTH, VCH, LVCH):

Document Status (Created, Auth, Canc, etc.):

Date Range: *FROM:* *TO:*

Sort Field (Name, SSN etc.):

Provide Data Elements:

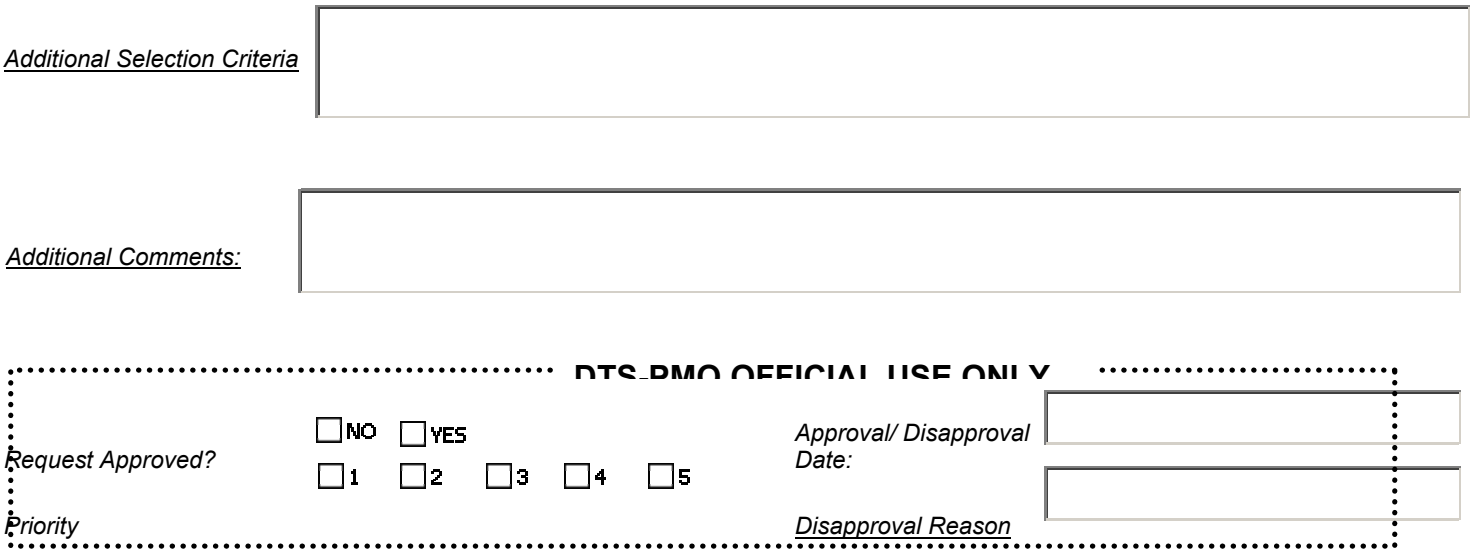


Figure 2. Request for Ad Hoc Report (Sample)

APPENDIX D – Lines of Accounting (LOA) Formats – Air Force

AF 2, 9/29/2003

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	ADSN						^													
ACCT 2	DEPT		^	TA		^	FY	^	APPR				^	SL				^		
ACCT 3	FC		^	PY	^															
ACCT 4	OAC		^	OBAN		^	RC/CC						^	BA		^				
ACCT 5	BPAC						^	CDC			^	CC		^	Line#			^		
ACCT 6	EEIC/SRAN						^	SC			^	SMC/CSN						^		
ACCT 7	ADSN						^	ESP		^										
ACCT 8	FM						SC		^	PEC				^						
ACCT 9	IBOP		^																	
ACCT 10	JON												^	Obj-Class			^	COC		^

Field Name	Acronym	Data Type	TM Acct. Line	X12 Segment	
Accounting and Disbursing Station Number	ADSN	AN6	1	FA2 L1	
Department Code	DEPT	AN2	2	FA2 A1	
Transferring Agency (FMS only)	TA	AN2	2	FA2 A2	
Fiscal Year	FY	AN1	2	FA2 A3	
Appropriation Symbol	APPR	AN4	2	FA2 A4	
Subhead/Limit	SL	AN4	2	FA2 A7	
Fund Code	FC	AN2	3	FA2 B5	
Program Year	PY	N1	3	FA2 B4	
Operating Agency Code	OAC	AN2	4	FA2 D4	
Operating Budget Account Number	OBAN	AN2	4	FA2 E4	
Responsibility Center/Cost Center Codes	RC/CC	AN6	4	FA2 D1	
Budget Authority	BA	AN2	4	FA2 B1	
Budget Program Activity Code	BPAC	AN6	5	FA2 C4	
FMS Case Designator Code	CDC	AN3	5	FA2 P5 (1-3)	
FMS Country Code	CC	AN2	5	FA2 P5 (4-5)	
FMS Line#	Line#	AN3	5	FA2 P5 (6-8)	
Element of Expense/Investment Code / Stock Record Account Number (EEIC/SRAN)	EEIC/SRAN	AN6	6	FA2 F4	
Sales Code	SC	AN3	6	FA2 E2	
Systems Management Code / Control Serial Number (SMC/CSN)	SMC/CSN	AN6	6	FA2 H1	
Accounting and Disbursing Station Number	ADSN	AN6	7	FA2 L1	
Emergency and Special Program Code	ESP	AN2	7	FA2 G3	
Fund Control Number/MORD Number	FM	AN8	8	FA2 H5	
Program Element Code	PEC	AN6	8	FA2 G1	
International Balance of Payments Code	IBOP	AN3	9	FA2 P4	
Job Order Number	JON	AN12	10	FA2 G4/H4	{ (G4: Position 1-8) (H4: position 9-12)
DIFMS Object Class	OBJ-CLASS	AN3	10	FA2 G2	
Contractual Other Code	CNTR-OTH-CD	AN2	10	FA2 C3	

NOTE: Includes elements required for National Imagery and Mapping Agency (NIMA) and DIFMS

NOTE: ALL ALPHA CHARACTERS IN THE AIR FORCE LOA MUST BE IN UPPER CASE

AIR FORCE Line of Accounting Examples

The following LOA example was provided by the Air Force. The example is designed to aid in the translation from the traditional accounting format to the DTS 10X20 format. Both formats are provided below.

Traditional Format

EEIC CSN
57 3 3600 293 78 88 6DLCA0 409 _DLLD3 667100

DTS Format

EEIC CSN JON
57 3 3600 29 78 88 6DLCA0 409 _DLLD3 JT00LVAB 667100

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	667100						^													
ACCT 2	57		^			^	3	^	3600				^					^		
ACCT 3	29		^		^															
ACCT 4	78		^	88		^	6DLCA0						^			^				
ACCT 5							^				^			^				^		
ACCT 6	409						^				^	_DLLD3						^		
ACCT 7	667100						^			^										
ACCT 8									^							^				
ACCT 9			^																	
ACCT 10	JT00LVAB												^				^			^

Traditional Format

EEIC SMC
57 3 3600 293 78 88 695003 409 JA5890 667100

DTS Format

EEIC SMC
57 3 3600 29 78 88 695003 409 JA5890 667100

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	667100						^													
ACCT 2	57		^			^	3	^	3600				^					^		
ACCT 3	29		^		^															
ACCT 4	78		^	88		^							^			^				
ACCT 5	695003						^				^			^				^		
ACCT 6	409						^				^	JA5890						^		
ACCT 7	667100						^			^										
ACCT 8									^							^				
ACCT 9			^																	
ACCT 10													^				^			^

Traditional Format

SRAN

97 X 4930FC0C 6C 78 88 40947 F04000 667100

DTS Format

SRAN

97 X 4930 FC0C 6C 78 88 40947 F04000 667100

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	667100						^													
ACCT 2	97		^			^	X	^	4930				^	FC0C				^		
ACCT 3	6C		^		^															
ACCT 4	78		^	88		^	40947						^			^				
ACCT 5							^			^				^				^		
ACCT 6	F04000						^			^								^		
ACCT 7	667100						^			^										
ACCT 8									^							^				
ACCT 9				^																
ACCT 10													^				^			^

Traditional Format

57 4 3400 304 78 88 04 211300 409 667100 1Z 51A40001

DTS Format

57 4 3400 30 78 88 04 211300 409 667100 1Z 51A40001

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	667100						^													
ACCT 2	57		^			^	4	^	3400				^					^		
ACCT 3	30		^		^															
ACCT 4	78		^	88		^	211300						^	04		^				
ACCT 5							^			^				^				^		
ACCT 6	409						^			^								^		
ACCT 7	667100						^	1Z		^										
ACCT 8									^							^				
ACCT 9	51A40001		^																	
ACCT 10													^				^			^

Air Force Line of Accounting Definitions

ACCT (POSITION) **FIELD NAME**

1, 7 **Accounting and Disbursing Station Number (ADSN)** A six-position numeric code that identifies the activity that is responsible for performing the official accounting and reporting for the funds.

2 **Appropriation Symbol (APPR SYM)** A four-position numeric code that identifies the type of funds being used.

4 **Budget Authority (BA)** A two-position alphanumeric code that identifies the aggregate of mission oriented and support programs, resources and cost data included in the DOD Five-Year Defense Program.

5 **Budget Program Activity Code (BPAC)** A six-position alphanumeric code established for a classification below appropriation level to identify major budget programs and activities. It is applicable to *Air Force* procurement and RDT&E appropriations.

2 **Department Code (Dept)** A two-position code that identifies the military department or government entity receiving the appropriation.

6 **Element of Expense/Investment Code (EEIC) / Stock Record Account Number (SRAN)** A six-position alphanumeric code consisting of two parts: a three-position account code followed by a two-position sub account code to provide a further breakdown. The codes are designed for use in budget preparations and accounting systems to identify the nature of services and item acquired for immediate consumption (expense) or capitalization (investment). EEICs are used as part of the *Air Force* accounting classification in accounting for commitment, obligation, disbursement, collection and international balance of payment transactions. This field is also used for the Stock Record Account Number (SRAN).

7 **Emergency and Special Program Code (ESP)** A two-position alphanumeric code used to provide direct accounting and reporting for cost incurred during an emergency or in support of a special program. ESP codes are assigned and created by HQ USAF, Major Commands (MAJCOMs), or bases for designated missions. The first position is assigned by the user and may be either an alpha or numeric character. The second position is always an alpha character and is assigned as follows: (A-G) HQ USAF; (H-W) MAJCOM; or (X-Z) base.

2 **Fiscal Year (FY)** A one-position alphanumeric code that designates the year funds are available for obligation.

5 **Foreign Military Sales (FMS) Case Designator Code (CDC)** A three-position alphanumeric code in a FMS contractual sales agreement between the U.S. and foreign country or international organization documented by a DD Form 1513 or a Letter of Offer and Acceptance. An FMS case identifier is assigned for the purpose of identification, accounting and data processing for each offer.

5 **FMS Country Code (CC)** A two-position alphanumeric code identifying a country or international organizational code for transactions pertaining to Foreign Military Sales (FMS); International Military Education and Training (IMET); and Foreign Military Financing. Country codes also are used to develop the International Balance of Payment (IBOP) code. The country codes used for IBOP are based on the Federal Information Processing Standards (FIPS)

publications issued by the National Bureau of Standards (NBS). The FMS, IMET and FMF codes are developed by the Defense Security Assistance Agency (DSAA) and published in the Security Assistance Management Manual, DOD 5105.38-M (SAMM).

5 **FMS Line Number (Line #)** A three-position alphanumeric code that identifies a detail line item on the Letter of Offer and Acceptance.

3 **Fund Code (FC)** A two-position code established for each Air Force appropriation, DOD fund allotted to Air Force and military assistance appropriations transferred to Air Force. These codes facilitate computer processing and are an element of the allotment code.

9 **International Balance of Payments (IBOP)** A three-position code identifying a country for transactions pertaining to International Balance of Payments. The country codes used for IBOP are based on the Federal Information Processing Standards (FIPS) publications issued by the National Bureau of Standards (NBS).

10 **Job Order Number (JON)** A twelve-position alphanumeric code used to identify the job order number or work order number. The JON identifies the individual MIPR, NASA order, job order, etc., which will be billed for charges incurred. The work order number is a six-position number assigned by Base Civil Engineering Office.

4 **Operating Agency Code (OAC)** A two-position alphanumeric code for a major high-level organizational unit within the Air Force to which HQ USAF allocates funds.

4 **Operating Budget Account Number (OBAN)** A two-position code synonymous with allotment serial number assigned by the operating agencies (MAJCOMs, POAs) to identify specific funding points.

3 **Program Year (PY)** A one-position numeric code required only for appropriations that never expire (FY X), yet require fiscal year accountability because of the language in the Appropriation Act. (***Relative to Fiscal Year)***

4 **Responsibility Center/Cost Center Codes (RC/CC)** A six-position alphanumeric code identifying Air Force organizations, subordinate units, successive levels of responsibility, and their related cost accounts. Responsibility centers are the focal point of managerial control and represent a level of reporting for financial accountability. A cost center is a subordinate entity or unit of activity of an organization used for purposes of cost accumulation and distribution. The cost account is subordinate to a cost center and is used to collect costs below organizational entities; also cost accounts are identified to single parent command, DOD program element and functional category.

6 **Sales Code (SC)** A three-position alphanumeric sales code.

6 **Systems Management Code/Control Serial Number (SMC/CSN)** A six-position alphanumeric code. This data can include various elements. Included can be the Cost Systems Indicator (CSI), Cost Descriptor (CD), Control Serial Number (CSN), or the Systems Management Code (SMC). If any of these elements are used in GAFS to build an address, they must be included in this field. SCI is in position 1, CD in position 2, CSN normally is position 2-5, and SMC is normally positions 1-6.

2 **Subhead/Limit (SL)** A four-position code identifying the limitation or subhead to the U.S. Treasury account number (basic symbol). The limitation is used to identify a subdivision of funds that restricts the amount or use of funds for a certain purpose or identifies sub-elements within the account for management purposes. On accounting documents, the limitation is preceded by a decimal point. If there is no limitation, leave these positions blank.

2 **Transfer Agency (TA)** A two-position alphanumeric code identifying the Government agency transferring appropriations and/or funds to the Department of Defense (department code 97) or one of the Services (department codes 17, 21 or 57). For example, an appropriation in which the Department of Defense is the receiving agency and the Executive Office of the President is the issuing agency would be cited as follows: 97-11 X 8242.GYO1.

APPENDIX E – Lines of Accounting (LOA) Formats - Army

ARMY 3, 6/06/2003

NOTE: ALL ALPHA CHARACTERS IN THE ARMY LOA MUST BE IN UPPER CASE

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	FSN						^													
ACCT 2	DEPT		^	FY				^	BSN				^	LMT				^	PY	^
ACCT 3	OA		^	ASN				^	RSC				^	ODC		^				
ACCT 4	AMS/PA											^	FCA					^		
ACCT 5	MDEP			^	SODP			^	EOR				^							
ACCT 6	APC/PJ												^	CCC						^
ACCT 7	PMC		^	TDC			^	FSN					^							
ACCT 8	TF	^	LOC		^	FCN		^	FLN				^	IBOP					^	
ACCT 9	SCC																		^	
ACCT 10	PPC/S-JON							^	RCN	^										

Financial Information	Acronym	Acct Line	Position	Max # Char	Data Type	X12-Seg FA2 Codes
Fiscal Station Number	FSN	1	1-6	6	a/n	L1
Department Code	DEPT	2	1-2	2	a/n	A1
Fiscal Year	FY	2	4-7	4	a/n	A3
Basic Symbol Number	BSN	2	9-12	4	a/n	A4
Limitation	LMT	2	14-17	4	a/n	A7
Program Year	PY	2	19	1	a/n	B4
Operating Agency	OA	3	1-2	2	a/n	D4
Allotment Serial Number	ASN	3	4-7	4	a/n	D6
Reimbursement Source Code	RSC	3	9-12	4	a/n	E1
Obligation Data Code	ODC	3	14-15	2	a/n	E2
Army Management Structure Code/Project Acct	AMS/PA	4	1-11	11	a/n	B3
Functional Cost Account	FCA	4	13-17	5	a/n	C4
Management Decision Package	MDEP	5	1-4	4	a/n	G3
Special Operations Decision Package	SODP	5	6-9	4	a/n	G2
Element of Resource	EOR	5	11-14	4	a/n	F4
Account Processing Code/PRON/Job Order Number	APC/P/J	6	1-12	12	a/n	G4
Unit Identification Code/Cost Center Code	CCC	6	14-19	6	a/n	D1
Fund Code (ARNG)	PMC	7	1-3	3	a/n	B5
Cost Allocation Code (ARNG)	TDC	7	5-7	3	a/n	H4
Fiscal Station Number	FSN	7	9-14	6	a/n	L1
FMS - Transferring Agency	TF	8	1-2	2	a/n	A2
FMS - Location (Country Code)	LOC	8	4-5	2	a/n	P5 (1-2)
FMS - Case Number	FCN	8	7-9	3	a/n	P5 (3-5)
FMS - Line Number	FLN	8	11-13	3	a/n	P5 (6-8)
FMS- IBOP Transactions (Type/Payer)	IBOP	8	15-18	4	a/n	P4
Special Cost Code	SCC	9	1-18	18	a/n	H1
Program/Planning Code/Sub-Job Order Number	PPC/S-JON	10	1-8	8	a/n	G1
Regional Control Number	RCN	10	10	1	a/n	D5

Data Fields NOT included in LLOA.

Standard Document Number - The DTS-generated SDN will be the 6-digit trip record number.

Element of Resource - The EOR will show up on the trip record as a standard expense code (021). It will be in UDF OA record 23 and map to FA2 F4

Account Classification Reference Number - The ACRN will be mapped outside the LLOA (ref ENT01 Segment)

Army Line of Accounting Examples

The Army provided the following LOA example. The example is designed to aid in the translation from the traditional accounting format to the DTS 10X20 format. Both formats are provided below.

Traditional Format

21 6 2020 57-3106 325796.BD 21T1 QSUP CA200 GRE12340109002 AB22 S34030

DTS Format

Army	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	34030						^													
ACCT 2	21		^	2006			^	2020					^					^		^
ACCT 3	57		^	3106			^						^			^				
ACCT 4	325796.BD											^	CA200					^		
ACCT 5	QSUP			^						^	21T1				^					
ACCT 6	AB2214												^	14AB22						^
ACCT 7			^			^	34030								^					
ACCT 8			^		^				^					^					^	
ACCT 9																			^	
ACCT 10									^		^									

ARMY LINE OF ACCOUNTING DEFINITIONS

ACCT (POSITION) **FIELD NAME**

6 **Accounting Processing Code/JON (APC/J)** A possible twelve-position alphanumeric code used to identify specific elements of the accounting classification and may be used as a shortcut of entering numerous elements into the accounting system for each transaction. May also be referred to as the Activity Code, Fund Code (AC/FC or Act Cd, Fd Cd), or Job Order Number (JON) to identify and track costs specific to a project. **This field is mandatory.** Those installations/field sites utilizing the STANFINS Accounting System will enter a four-digit alphanumeric APC followed by the two-digit Data Processing Indicator (DPI) code. AMC activities utilizing the SOMARDS Accounting System will enter the six-digit JON followed by the two-digit site ID.

3 **Allotment Serial Number (ASN)** A three-to-four position alphanumeric code that identifies a particular distribution of funds.

4 **Army Management Structure Code/Project Account (AMS/PA)** An alphanumeric code not to exceed 11 positions. It is the common language for interrelating programming, budgeting, accounting and manpower control through a standard classification of Army activities and functions. For some appropriations the AMSCO is also referred to as the Project Code. For FMS transactions, the FMS case number is the first three positions; the line number is in positions four through six.

2 **Basic Symbol Number (BSN)** A four-position alphanumeric code that identifies the type of funds being used.

7 **Cost Allocation Code (ARNG)** A three-position alphanumeric code identifying the type of duty being performed and ties it to the appropriation and AMSCO.

6 **Cost Center Code (CCC)/Unit Identification Code (UIC):** A **mandatory** six-position alphanumeric code used to identify the organizational unit to which an employee is officially assigned by personnel action or a Cost Center Code used by selected agencies.
This field is mandatory; enter either a valid Cost Center Code or zero-fill. The **Cost Center Code (CCC)** is a six-digit code that makes up part of the line of accounting (LOA) for contract payments. The CCC is distinctly constructed by the installation. It is an alphanumeric six-digit code comprised of the two-position Data Processing Installation (DPI) code followed by the four-position APC for those sites utilizing the STANFINs Accounting System. Army Materiel Command (AMC) activities that utilize the SOMARDS Accounting System enter their respective CCC field value.

2 **Department Code (Dept)** A two-position alphanumeric code that identifies the military department or government entity receiving the appropriation.

5 **Element of Resource (EOR)** A four-position alphanumeric code that identifies the type of resource being employed or consumed. Classifies the resource according to the nature of usage rather than the purpose. The first and second positions relate to an Office of Management and Budget (OMB) object classification; the third and fourth positions are detail data.

1,7 **Fiscal Station Number (FSN)** A six-position alphanumeric code that identifies the Activity that is responsible for performing the official accounting and reporting for the funds.

2 **Fiscal Year (FY)** A four-position alphanumeric code that designates the year funds are available for obligation.

8 **Foreign Military Sales (FMS) Case** A three-position alphanumeric code that indicates as an FMS contractual sales agreement between the U.S. and an eligible foreign country or international organization documented by a DD Form 1513 or a Letter of Offer and Acceptance (LOA). An FMS case identifier is assigned for the purpose of identification, accounting and data processing for each offer.

8 **FMS Line Item Number (FLN)** A three-position alphanumeric code that identifies a detail line item on the Letter of Offer and Acceptance.

8 **FMS Location (Country Code)** A two-position code identifying a country or international organization code for transactions pertaining to: Foreign Military Sales (FMS), International Military Education and Training (IMET), and Foreign Military Financing. Country codes also are used to develop the International Balance of Payment (IBOP) code. The country codes used for IBOP are based on the Federal Information Processing Standards (FIPS) publications issued by the National Bureau of Standards (NBS). The FMS, IMET, and FMF codes are developed by the Defense Security Assistance Agency (DSAA) and published in the Security Assistance Management Manual, DOD 5105.38-M (SAMM).

8 **FMS Transferring Agency (TF)** A two-position alphanumeric code that identifies the department code
of the Government agency transferring appropriations and/or funds to the Department of Defense (department code 97) or one of the Services (department codes 17, 21, or 57).

4 **Functional Cost Account (FCA)** A five-position alphanumeric code that identifies specific functions within an Army Management Structure Code (AMSCO)/project. FCAs are divided into eight categories: Medical Research, Development and Operations (B series); Costing of Commercial Activities (C series); Base Closure/Reduction in Force (D series); Intelligence Command Program (E series); Miscellaneous Codes (F series); Productivity Capital Investment Program (P series); Morale, Welfare and Support (R series); Panama Canal Treaty (T series); and Counter Narcotics Program (Y series). (***Relative to Army Management Structure Code)***

7 **Fund Code (ARNG) (PMC)** A three-position alphanumeric code, locally assigned, that identifies fund holder and other fiscal accounting information.

8 **International Balance of Payments (IBOP)** A four-position alphanumeric code that identifies a country with account transactions pertaining to the International Balance of Payments. The country codes used for IBOP are based on the Federal Information Processing Standards (FIPS) publications issued by the National Bureau of Standards (NBS).

2 **Limitation (LMT)** A four-position alphanumeric suffix code to the U. S. Treasury account number (basic symbol). The limitation is used to identify a subdivision of funds that restricts the amount or use of funds for a certain purpose or identifies sub-elements within the account for management purposes.

5 **Management Decision Package (MDEP)** A four-position alphanumeric code used to describe a particular Army organization, program or function and records the resources associated with the intended output.

3 **Obligation Data Code (ODC)** A one-or-two position alphanumeric supplemental code that is used to identify payment made within the U.S. Government, such as reimbursable orders, Government Bills of Lading (GBL), etc., and Non-Federal government transactions such as payments to individuals for travel/civilian pay and contractual payments to a private sector company.

3 **Operating Agency (OA)** A two-position alphanumeric code that identifies the organization receiving or issuing the funds; the organization under whose jurisdiction the installation or activity operates when making deposit fund transactions; and the organization having jurisdiction over the installation furnishing the goods or services or the OA to which authority for furnishing the goods or services was allocated, in a reimbursement transaction.

2 **Program Year (PY)** A one-position alphanumeric required only for appropriations that never expire (FY X), yet require fiscal year accountability because of the language in the Appropriation Act. (***Relative to Fiscal Year)***

10 **Regional Control Number (RCN)** A one-position alphanumeric code required to identify specific project levels.

3 **Reimbursement Source Code (RSC)** A four-position alphanumeric code that identifies the source from which the reimbursement is to be received.

9 **Special Cost Code (SCC):** An alphanumeric code, up to 18 positions that may be used to identify Special Cost Codes, such as Activity Base Costing Code, Integrated Facilities System Code, F.E. Document Number, etc. These are special codes locally assigned to provide specific level of detail required for funding reports. For SOMARDS users, the Special Cost Code field is used to pass IFS-M data.

5 **Special Operations Decision Package (SODP)** A four-position alphanumeric code used to identify special visibility programs for the United States Special Operations Command.

10 **Sub-Job Order Number (SJON)** An eight-position alphanumeric code used to further identify and track costs related to a specific Job Order Number (JON).

APPENDIX F – Lines of Accounting (LOA) Formats - Navy

NAVY 1, 8/1/2001

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	AAA						^													
ACCT 2	DEPT		^	TDPT		^	DFY		^											
ACCT 3	BFY	^	EFY	^	APPN				^	SUBH				^	OC				^	
ACCT 4	BCN					^	SA	^	AAA					^	TT		^			
ACCT 5	BPA	^	CI					^												
ACCT 6	CAC							^	FC		^	BSN		^						
ACCT 7																				
ACCT 8	AC				^															
ACCT 9	PA									^	APC							^		
ACCT 10	IBOP		^	CC (JON)													^	ACRN		^

NOTE: No delimited needed if Account Line is totally blank as in 7.

Field Named	Acronym	Data Type	TM Acct Line	X12 Segment	Footnotes
Authorized Activity Address					
(Disbursing Station Number- Router)	AAA	AN6	1	FA2 L1	1
Department Code	DEPT	AN2	2	FA2 A1	
Transfer Department	TDPT	AN2	2	FA2 A2	
Document Fiscal Year	DFY	AN2	2		
Fiscal Year (Beginning Fiscal Year -BFY)	BFY	AN1	3	FA2 A3	
Program Year Indicator (Ending Fiscal Year - EFY)	EFY	AN1	3	FA2 B4	
Appropriation Number	APPN	AN4	3	FA2 A4	
Subhead	SUBH	AN4	3	FA2 A7	2
Object Class	OC	AN4	3	FA2 F1	
Bureau Control Number	BCN	AN5	4	FA2 D5	
Suballotment Number	SA	AN1	4	FA2 D7	
Authorized Accounting Activity	AAA	AN6	4	FA2 L1	
Transaction Type	TT	AN2	4	FA2 E4	
Budget Program Acitivity (N for Navy)	BPA	AN1	5	FA2 B3	3
Customer Indicator (Activity UIC)	CI	AN5	5	FA2 E3	
Cost Account Code	CAC	AN7	6	FA2 H1	4
Fund Code	FC	AN2	6	FA2 B5	5
Budget Sub-Activity Number	BSN	AN2	6	FA2 B2	6
Allocation Code	AC	AN4	8	FA2 H4	7
Project Account	PA	AN9	9	FA2 P5	8
Account Processing Code	APC	AN7	9	FA2 G4	9
International Balance of Payments (IBOP)	IBOP	AN3	10	FA2 P4	10
Cost Code (JON)	CC	AN12	10	FA2 D1	11
Accounting Classification Reference Number (ACRN)	ACRN	AN2	10	FA2 D4	

Footnotes:

1 Used by DTS to Route Transactions
2 Standard LOA Elements used by all Systems
3 Used to Identify Service & Activity
4 Used by STARS-HCM for OBUIC for RDT&E,N only
5 Used by STARS-HCM for Major Claimant Code
6 Used by STARS-FL for Work Center Code
7 Used by IFAS for OTR-FUNC-CODE
8 Used by DIFMS for WBS-CD
9 Used by DIFMS/ IFAS/ SYMIS/ NOMIS/ RIMS for Shop Number
10 Required for Disbursing
11 Used by all DON Systems

Systems For Which This Applies
Standard Accounting and Reporting System - Headquarter (STARS-HQ)
Standard Accounting and Reporting System - Field (STARS-FL)
Defense Working Captial Accounting System (DWAS)
Defense Industrial Financial Management System (DIFMS)
Industrial Fund Accounting System (IFAS)
Navy Legacy Systems

NOTE: ALL ALPHA CHARACTERS IN THE NAVY LOA MUST BE IN UPPER CASE

NAVY Line of Accounting Examples

The Navy provided the following LOA example. The example is designed to aid in the translation from the traditional accounting format to the DTS 10X20 format. Both formats are provided below.

Traditional Format

17 02 2 2 1804.70BA 210 00070 0 045924 2D N 01234 12 000705M2309Q AA

DTS Format

NAVY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	045924						^													
ACCT 2	17		^			^	02		^											
ACCT 3	2	^	2	^	1804				^	70BA				^	210				^	
ACCT 4	00070					^	0	^	045924						^	2D		^		
ACCT 5	N		^	01234				^												
ACCT 6								^		^	12			^						
ACCT 7																				
ACCT 8					^															
ACCT 9										^								^		
ACCT 10				^	000705M2309Q												^	AA		^

NAVY LINE OF ACCOUNTING DEFINITIONS

ACCT (POSITION) **FIELD NAME**

10 **Accounting Classification Reference Number (ACRN)** A two-position alphanumeric code unique to each line of accounting assigned by document originator. **Due to the implementation of the Line Item Identifier (LII) functionality in DTS, the ACRN field should be left blank for auto-population, unless otherwise directed by the Service/Agency representative.**

9 **Accounting Processing Code (APC)** A seven-position alphanumeric code used by DIFMS/IFAS/SYSMIS/NOMIS/RIMS to identify the Shop Code.

8 **Allocation Code (AC)** A four-position alphanumeric code used by IFAS as data element OTR-FUND-CODE that defines the object class for Air Force sites. Within IFAS this field is mandatory for Air Force sites and optional for DON/DISA sites.

3 **Appropriation Number (APPN)** A four-position numeric code that identifies the type of funds being used.

1,4 **Authorization Accounting Activity (AAA)** A six-position alphanumeric code that identifies the activity which is responsible for performing the official accounting and reporting for the funds.

5 **Budget Program Activity (BPA)** A one-position alpha code, "N", denoting Navy.

6 **Budget Sub-Activity Number (BSN)** A two-position alphanumeric code used to capture unique shop level labor and material costs applicable to Public Works Departments. This code is used for STARS-FL.

4 **Bureau Control Number (BCN)** A five-position alphanumeric code used to identify operating budget holder, allotment, or organization having responsibility for managing a program.

6 **Cost Account Code (CAC)** A seven-position alphanumeric code used by STARS-HCM to identify the Operating Budget Unit Identification Code (OBUIC) for RDT&E only.

10 **Cost Code (CC) (JON)** A twelve-position alphanumeric code used as the source for information needed for preparation of reports that require detail below the funding level. Code consists of JON or other budget/cost execution information and varies by type of appropriation, system, or fleet/shore activity. It is the last element of the traditional Navy accounting classification code.

5 **Customer Indicator (CI) (Activity UIC)** A five-position numeric code used to identify the organizational unit to which an employee is officially assigned by a personnel action.

2 **Department Code (DEPT)** A two-position alphanumeric code that identifies the military department or government entity receiving the appropriation.

2 **Document Fiscal Year (DFY)** A two-position numeric code that denotes the fiscal year in which the travel is occurring. Used as the fiscal year in the Navy SDN for travel.

3 **Fiscal Year (BFY) (Beginning)** A one-position alphanumeric code that designates the first year funds available for obligation.

6 **Fund Code (FC)** A two-position alphanumeric code used to identify major claimants within STARS-HCM.

10 **International Balance of Payments (IBOP)** A three-position alphanumeric code used to identify transactions pertaining to the International Balance of Payments. The country codes used for IBOP are based on the Federal Information Processing**.**

3 **Object Class (OC)** A four-position numeric code that classifies transactions according to the nature of the goods procured or services performed rather than their purpose.

3 **Program Year Indicator (EFY) (Ending)** A one-position alphanumeric code used to identify the last year funds are available for obligation.

9 **Project Account (PA)** A nine-position alphanumeric code used by DIFMS to identify Work Breakdown Structure Code.

4 **Sub allotment Number (SA)** A one-position alphanumeric code that denotes a further breakdown of the Operating Budget/Bureau Control Number at the Funds Administering Activity.

3 **Subhead (SUBH)** A four-position alphanumeric code that identifies a subhead or limitation to the U.S. Treasury account number (basic symbol). The subhead is used to identify a subdivision of funds that restricts the amount or use of funds for a certain purpose or identifies sub-elements within the account for management purposes.

4 **Transaction Type (TT)** A two-position alphanumeric code that classifies transactions by type (i.e. travel advances, progress payments.

2 **Transfer Department (TDPT)** A two-position alphanumeric code that identifies the Government agency transferring appropriations and/or funds to the Department of Defense or a Service.

APPENDIX G – Lines of Accounting (LOA) Formats - USMC

MC 1, 8/1/2001

NOTE: ALL ALPHA CHARACTERS IN THE USMC LOA MUST BE IN UPPER CASE

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	AAA						^													
ACCT 2	DEPT		^	FY		^	PY		^	APPR			^	SH				^		
ACCT 3	OC/SOC				^	BCN					^	SA	^							
ACCT 4	AAA						^	TTC		^										
ACCT 5	CC												^	MAC						^
ACCT 6	FA		^	WC		^	FC		^	CAC			^	BRC		^				
ACCT 7	RON															^	RBC	^		
ACCT 8	JNLU				^	DSSN			^	ACRN	^									
ACCT 9	IBOP				^															
ACCT 10	TF		^	LOC		^	FCN		^	FLN			^							

Field Name	Acronym	Data Type	Acct. Line	Position	X12 Segment
Authorized Accounting Activity	AAA	AN6	1	1-6	FA2 L1
Department Code	DEPT	AN2	2	1-2	FA2 A1
Fiscal Year	FY	AN2	2	4-5	FA2 A3
Program Year	PY	AN2	2	7-8	FA2 B4
Appropriation Number	APPR (BSYM)	AN4	2	10-13	FA2 A4
Subhead	SH	AN4	2	15-18	FA2 A7
Object Class/Sub Object Class	OC/SOC	AN4	3	1-4	FA2 F1
Bureau Control Number	BCN	AN5	3	6-10	FA2 D5
Sub-allotment Number	SA	N1	3	12	FA2 D7
Authorized Accounting Activity	AAA	AN6	4	1-6	FA2 L1
Transaction Type Code	TTC	AN2	4	8-9	FA2 G3
Cost Code	CC	AN12	5	1-12	FA2 G4
The definition for the FA2 crosswalk defines this field for the Navy/Marine Corps as MAC/AAC. This is a required field.					
Major Activity	MAC (WCI)	AN6	5	14-19	FA2 D1
Fund Administrator	FA (BEA)	AN2	6	1-2	FA2 B1
Work Center	WC (BESA)	AN2	6	4-5	FA2 B2
Fund Code	FC	AN2	6	7-8	FA2 B5
Cost Account Code	CAC	AN4	6	10-13	FA2 H1
Budget Reporting Code	BRC	AN2	6	15-16	FA2 C3
Reimbursable Order Number	RON	AN15	7	1-15	FA2 E2
Reimbursable Bill Code	RBC	AN1	7	17	FA2 E1
Job Number Local Use Code	JNLU	AN4	8	1-4	FA2 H4
Paying DSSN	DSSN	N	8	6-9	N104
ACRN	ACRN	AN2	8	11-12	ENT01 & IT101
International Balance of Payments Code	IBOP	AN4	9	1-4	FA2 P4
Transfer Agency – FMS	TF	AN2	10	1-2	FA2 A2
Location (Country Code) – FMS	LOC	AN2	10	4-5	FA2 P5 (4-5)
Case Number – FMS	FCN	AN3	10	7-9	FA2 P5 (1-3)

Line Number – FMS	FLN	AN3	10	11-13	FA2 P5 (6-8)

MARINE CORPS Line of Accounting Example

The Marine Corps provided the following LOA example. The example is designed to aid in the translation from the traditional accounting format to the DTS 10X20 format. Both formats are provided below.

Traditional Format

17 02 02 1106 27A0 2100 67438 067400 2D COSTCODE1234 M20175 50 00 BF 0001 9400 AA

DTS Format

USMC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	067400						^													
ACCT 2	17		^	02		^	02		^	1106				^	27A0				^	
ACCT 3	2100				^		67438				^		^							
ACCT 4	067400						^	2D	^											
ACCT 5	COSTCODE1234												^	M20175						^
ACCT 6	50		^	00		^	BF		^	0001				^			^			
ACCT 7																^		^		
ACCT 8					^		9400			^	AA		^							
ACCT 9					^															
ACCT 10			^			^				^				^						

MARINE CORPS LINE OF ACCOUNTING DEFINITIONS

ACCT (POSITION) **FIELD NAME**

8 **Accounting Classification Reference Number (ACRN)** A two-position alphanumeric code unique to each line of accounting assigned by document originator.

2 **Appropriation Number (APPR)** A four-position alphanumeric code that identifies the type of funds being used.

1, 4 **Authorization Accounting Activity (AAA)** A six-position alphanumeric code that identifies the Activity which is responsible for performing the official accounting and reporting for the funds.

6 **Budget Reporting Code (BRC)** A two-position alphanumeric field used to identify and track specific programs of high-level interest.

3 **Bureau Control Number (BCN)** A five-position alphanumeric field used to identify the holder of an appropriation or the purpose of an allotment and the specific subdivision of the budget to which the allotted funds will be applied. Composed of a five-position operating budget holder or a three-position allotment number prefixed by a two-position budget project number.

8 **Case Number – FMS (FCN)** A three-position alpha numeric code that is assigned to an FMS contractual sales agreement between the U.S. and an eligible foreign country or international

organization documented by a DD Form 1513 or a Letter of Offer and Acceptance. An FMS case identifier is assigned for the purpose of identification, accounting and data processing for each offer.

6 **Cost Account Code (CAC)** A four-or-six position alphanumeric code established to classify transactions according to their purpose. It is normally the last four characters of the cost code of the traditional Navy/Marine Corps accounting classification code or, in a job order system, the third through the sixth position of the job order number.

5 **Cost Code (CC)** The last element of *Navy/Marine Corps* accounting classification code. It is the source of information needed for the preparation of local reports and consists of 12 alphanumeric characters constructed as follows: Operating Target Number (1-3); Expense Element (4); Program Element (5-6); Functional/Sub functional (7-8); Cost Account (9-12).

2 **Department Code (Dept)** A two-position alphanumeric code that identifies the military department or government entity receiving the appropriation.

2 **Fiscal Year (FY)** A one-position alphanumeric code that designates the year funds are available for obligation.

5 **Fund Administrator (FA)** A two-position alphanumeric code that identifies an organizational element designated by a Major Activity to control a specific segment of funds.

6 **Fund Code (FC)** A two-position alphanumeric code established for each appropriation. These codes facilitate computer processing and are an element of the allotment code.

9 **International Balance of Payments (IBOP)** A four-position alphanumeric code used to identify a country's transactions pertaining to the International Balance of Payments. The country codes used for IBOP are based on the Federal Information Processing Standards (FIPS) publications issued by the National Bureau of Standards (NBS).

9 **Job Local Use Code (JONU)** A four-position alphanumeric code used to identify and track costs related to a specific project or job.

8 **Line Number – FMS (FLN)** A three-position alpha/numeric code which identifies a detail line item on the Letter of Offer and Acceptance.

8 **Location (Country Code) - FMS (LOC)** A two-position code identifying a country or international organizational code for transactions pertaining to Foreign Military Sales (FMS); International Military Education and Training (IMET); and Foreign Military Financing. Country codes also are used to develop the International Balance of Payment (IBOP) code. The country codes used for IBOP are based on the Federal Information Processing Standards (FIPS) publications issued by the National Bureau of Standards (NBS). The FMS, IMET, and FMF codes are developed by the Defense Security Assistance Agency (DSAA) and published in the Security Assistance Management Manual, DoD 5105.38-M (SAMM).

3 **Object Class/Sub Object Case (OC/SOC)** A four-position code that classifies transactions according to the nature of the goods procured or services performed rather than their purpose.

8 **Paying DSSN** A four-position code that indicates which of four paying stations to route the voucher for payment. The paying DSSN is determined by the traveler's organization, rather than on the organization responsible for funding the authorization.

2 **Program Year (PY)** A two-position alphanumeric code required only for appropriations that never expire (FY X), yet require fiscal year accountability because of the language in the Appropriation Act.

6 **Reimbursable Bill Code (RBC)** A one-position code assigned to relate an LOA to a reimbursable Customer Identification Number for billing purposes.

7 **Reimbursable Order Number (RON)** A fifteen-position code assigned locally to identify a specific request for reimbursable work that has been accepted.

3 **Sub-allotment Number (SA)** A one-position numeric code assigned by the sub-allotment grantor for regular sub-allotments. SANs are used as a separate element within an accounting classification.

2 **Subhead (SH)** A four-position suffix to the U.S. Treasury account number (basic symbol). The limitation is used to identify a subdivision of funds that restricts the amount or use of funds for a certain purpose or identifies sub-elements within the account for management purposes. On accounting documents, the limitation is preceded by a decimal point. If there is no limitation, leave these positions blank.

4 **Transaction Type Code (TTC)** A two-position alphanumeric code that classifies transactions by type (i.e., plant property, travel advances, progress payments).

8 **Transfer Agency - FMS (TF)** A two-position alphanumeric code indicating the department code of the Government agency transferring appropriations and/or funds to the Department of Defense (department code 97) or one of the Services (department codes 17, 21 or 57). For example, an appropriation in which the Department of Defense is the receiving agency and the Executive Office of the President is the issuing agency would be cited as follows: 97-11 X 8242.GYO1.

5 **Work Center** A two-position code representing the level in the financial management structure at which transactions are generated.

APPENDIX H – Lines of Accounting (LOA) Formats – DBMS

DBMS 1, 8/1/2001

NOTE: ALL ALPHA CHARACTERS IN THE DEFENSE AGENCY LOA MUST BE IN UPPER CASE

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	ADSN						^													
ACCT 2	DEPT		^	FY				^	BS				^	SH				^		
ACCT 3	ASN					^	CAC					^	OCC				^			
ACCT 4	ORG					^														
ACCT 5	DBMS AC		^	FC		^	ADSN						^							
ACCT 6																				
ACCT 7																				
ACCT 8																				
ACCT 9	IBOP				^															
ACCT 10	JON						^	ACRN		^										

NOTE: No delimiter needed if Account Line is totally blank as in 6, 7, and 8.

~~Field Name~~	~~Acronym~~	~~Size & Type~~	~~Acct Line~~	~~Position~~	~~X12 Segmen~~
Accounting and Disbursing Station Number	ADSN	A/N6	1	1-6	L1 A42
Department Code	DEPT	A/N2	2	1-2	A1 A10
Fiscal Year	FY	A/N4	2	4-7	A3 A12
Basic Symbol	BS	N4	2	9-12	A4 A13
SubHead	SH	A/N4	2	14-17	A7 A14
Allotment Serial Number	ASN	N5	3	1-5	D6 A20
Cost Account Number	CAC	N5	3	7-11	H1 A30
Object Class Code	OCC	N4	3	13-16	F1 A31
Organization Code	ORG	A5	4	1-5	E3 A26
DBMS Activity Code	DBMS AC	A/N2	5	1-2	D1 A27
Fund Code	FC	A/N2	5	4-5	B5 A16
Accounting and Disbursing Station Number	ADSN	A/N6	5	7-12	L1 A42
IBOP	IBOP	A/N4	9	1-4	P4
Job Order Number	JON	A/N6	10	1-6	G1 A35
Accounting Classification Reference Number	ACRN	A/N2	10	8-9	ENT01 IT101

DBMS/Defense Agency Line of Accounting Example

The following LOA example was provided by the Defense agencies that utilize DBMS. The example is designed to aid in the translation from the traditional accounting format to the DTS 10X20 format. Both formats are provided below.

Traditional Format

97 XXXX 4930 5CC1 010 73211 2111 J UX J1 033181 01

DTS Format

DoD Agencies	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	033181						^													
ACCT 2	97		^	XXXX			^	4930				^	5CC1					^		
ACCT 3	010					^	73211					^	2111				^			
ACCT 4	J					^														
ACCT 5	UX		^	J1		^	033181					^								
ACCT 6																				
ACCT 7																				
ACCT 8																				
ACCT 9					^															
ACCT 10							^	01		^										

DBMS/Defense Agency Line of Accounting Definition

ACCT (POSITION) **FIELD NAME**

1,5 **Accounting and Disbursing Station Number (ADSN)** A six-position alphanumeric code that identifies the Activity which is responsible for performing the official accounting and reporting for the funds.

10 **Accounting Classification Reference Number (ACRN)** A two-position alphanumeric code unique to each line of accounting assigned by document originator.

3 **Allotment Serial Number (ASN)** A three- to five-position numeric code that identifies a particular distribution of funds.

2 **Basic Symbol (BS)** A four-position code that identifies the type of funds being used.

3 **Cost Account Code (CAC)** A five-position numeric code established to classify transactions according to their purpose. It is normally the last four characters of the cost code of the *Navy/Marine Corps* accounting classification code, or in a job order system, the third through the sixth position of the job order number.

2 **Department Code (Dept)** A two-position alphanumeric code that identifies the military department or government entity receiving the appropriation.

5 **DBMS Activity Code (DBMS AC)** A two-position alphanumeric code that identifies the organization responsible for financial management and accountability of Funds.

2 **Fiscal Year (FY)** A four-position alphanumeric code that designates the year funds are available for obligation.

5 **Fund Code (FC)** A two-position code established for each Air Force appropriation, DoD funds allotted to Air Force and military assistance appropriations transferred to Air Force. These codes facilitate computer processing and are an element of the allotment code.

9 **International Balance of Payments (IBOP)** A four-position alphanumeric code identifying a country for transactions pertaining to International Balance of Payments. The country codes used for IBOP are based on the Federal Information Processing Standards (FIPS) publications issued by the National Bureau of Standards (NBS).

10 **Job Order Number (JON)** A six-position alphanumeric code used to identify and track costs related to a specific project or job. The first position of the JON must be a 1 (Reimbursable Job Order Number) or 0 (zero, non-Reimbursable Job Order Number). The remaining five positions are assigned locally.

3 **Object Class Code (OCC)** A four-position numeric code that classifies transactions according to the nature of the goods procured or services performed rather than their purpose.

4 **Organization (ORG)** A five-position numeric code used to identify the office using the funds. Positions one through five represent the following: directorate; division; branch; section; and unit.

2 **Subhead (SH)** A four-position alphanumeric suffix to the U.S. Treasury account number (basic symbol). The limitation is used to identify a subdivision of funds that restricts the amount or use of funds for a certain purpose or identifies sub-elements within the account for management purposes. On accounting documents, the limitation is preceded by a decimal point.

APPENDIX I – Lines of Accounting (LOA) Formats – WAAS

WAAS 1, 8/7/2002

NOTE: ALL ALPHA CHARACTERS IN THE WAAS LOA MUST BE IN UPPER CASE

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	FSN						^													
ACCT 2	DEPT		^	FY			^	BSN					^	LMT				^	PY	^
ACCT 3	PP									^	ORC						^			
ACCT 4	OC				^	FSN							^							
ACCT 5	APC+DPI						^	CCC						^	ORGID		^			
ACCT 6																				
ACCT 7																				
ACCT 8																				
ACCT 9	IBOP				^															
ACCT 10																				

Field Name	Acronym	Data Type	Acct Line	Position	FA2 / X12 Segment
Fiscal Station Number	FSN	6 AN	ACCT 1	1-6	L1
Department Code	DEPT	2 AN	ACCT 2	1-2	A1
Fiscal Year	FY	4 AN	ACCT 2	4-7	A3
Basic Symbol Number	BSN	4 AN	ACCT 2	9-12	A4
Limit	LIMT	4 AN	ACCT 2	14-17	A7
Program Year	PY	1 N	ACCT 2	19	B4
Program Project	PP	9 AN	ACCT 3	1-9	B3
Organization Responsibility Code	ORC	6 AN	ACCT 3	11-16	H1
Object Class Code	OC	4 AN	ACCT 4	1-4	F4
Fiscal Station Number	FSN	6 AN	ACCT 4	6-11	L1
Account Processing Code + DPI Code	APC+DPI	6 AN	ACCT 5	1-6	G4
Cost Center Code	CCC	6 AN	ACCT 5	8-13	D1
Organizational ID	ORGID	2 AN	ACCT 5	15-16	E3
IBOP	IBOP	4 AN	ACCT 9	1-4	P4

WAAS Lines of Accounting Examples

The following LOA examples were provided by WAAS (WHS, DAFS, DISA, and DoDEA). The examples are designed to aid in the translation from the traditional accounting format to the DTS 10X20 format. Both formats are provided below.

WHS WAAS Traditional Format

9720100.1120 T601 0101 2101 2102 S49447 DSTD2T601
NOTE: Prog Project is 00000 so omitted from traditional format. PY '2' omitted

WHS WAAS DTS Format

WAAS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	49447						^													
ACCT 2	97		^	2002			2	^	0100				^	1120				^	2	^
ACCT 3	0									^	10			1			^			
ACCT 4	2101				^	49447						^								
ACCT 5	96JU97						^	9796JU						^	DS		^			
ACCT 6																				
ACCT 7																				
ACCT 8																				
ACCT 9					^															
ACCT 10																				

DAFS WAAS Traditional Format

9720100.1220 P2009 4001 2101 2102 S12123 DJTD20001
NOTE: PY '2' omitted

DAFS WAAS DTS Format

WAAS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	12123						^													
ACCT 2	97		^	2002			2	^	0100				^	1220				^	2	^
ACCT 3	P2009									^	4010			1			^			
ACCT 4	2101				^	12123						^								
ACCT 5	9JAA97						^	979JAA						^	DJ		^			
ACCT 6																				
ACCT 7																				
ACCT 8																				
ACCT 9					^															
ACCT 10																				

DISA WAAS Traditional Format

9720100.4300 P226MBNZ0 JT9H19 2101 2102 DDTD26789 842500
NOTE: PY '2' omitted

DISA WAAS DTS Format

WAAS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	842500						^													
ACCT 2	97		^	2002			2	^	0100				^	3400				^	2	^
ACCT 3	P226MBNZ0									^	JT9H19			1			^			
ACCT 4	2101				^	842500						^								
ACCT 5	WAB197						^	97WAB1					^	DD			^			
ACCT 6																				
ACCT 7																				
ACCT 8																				
ACCT 9					^															
ACCT 10																				

DoDEA WAAS Traditional Format

9720100.6010 P5280 1300 2101 2102 DETA20823A2UFW S49451
NOTE: PY '2' omitted

DoDEA WAAS DTS Format

WAAS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	49451						^													
ACCT 2	97		^	2002			2	^	0100				^	6010				^	2	^
ACCT 3	P5280									^	1300			1			^			
ACCT 4	2101				^	49451						^								
ACCT 5	99DA97						^	9799DA					^	DE			^			
ACCT 6																				
ACCT 7																				
ACCT 8																				
ACCT 9					^															
ACCT 10																				

WAAS Line of Accounting Definition

ACCT (POSITION)	FIELD NAME
5	**Account Processing Code + DPI** - Required field for disbursements. Composed of 4-position APC + 2 position Data Processing Indicator (DPI). (For WAAS users, normally "97", Example: "23JH97") **Mandatory field for disbursing.
2	**Basic Symbol** - Identifies the type of funds being used (0100 = O&M, 0400 = R&D).
5	**Cost Center Code** - Required field for disbursements. Composed of 2 position DPI + 4-position APC. Must match the codes in APC + DPI but in reverse order. Example "9723JH". **Mandatory field for disbursing.
2	**Department Code** - Identifies the government agency receiving the funds.
1,4	**Fiscal Station Number** - Identifies the activity responsible for performing the accounting for these funds.
2	**Fiscal Year (FY)** - Identifies the first year funds are available for obligation. Enter as the full 4-position
9	**IBOP** - International Balance of Payments. Reserved for use when required in the future.
2	**Limit** - identifies DoD Component receiving allocation of funds.
3	**Program Project** - Subdivision of funds identifying specific projects or initiatives in WAAS.
2	**Program Year** - Represents the actual fiscal year the funds are available, particularly for an X year appropriation. **Mandatory field for all LOAs.
4	**Object Class Code -** Identifies the type of goods or services being purchased (similar to Army Element of Resource (EOR)).
3	**Organization Responsibility Code** - Subset of an appropriation identifying the Division or office using the funds.
5	**Organizational ID** – Identifies the DOD Agencies for query purposes in WAAS. ** Mandatory for disbursing.

APPENDIX J – Lines of Accounting (LOA) Formats – eBiz

eBiz 2, 2/20/2003

NOTE: ALL ALPHA CHARACTERS IN THE eBiz LOA MUST BE IN UPPER CASE

eBiz	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	FSN						^													
ACCT 2	DEPT		^	FY				^	BS				^	DALO				^		
ACCT 3	MCLO			^	FLO			^	OC/OSC								^			
ACCT 4	PPC					^	SIPC			^										
ACCT 5	APC(1)		^	APC(2)	^	FSN							^							
ACCT 6	PROJ							^	WC								^			
ACCT 7	BFY				^															
ACCT 8																				
ACCT 9	IBOP				^															
ACCT 10	JOCC													^	ACRN		^			

Field Name	Acronym	Data Type	Acct. Line	Position	3070	4010
Accounting Installation	FSN	6 AN	1	1 - 6	FA2 L1	L1
Department Code	DEPT	2 AN	2	1 - 2	FA2 A1	A1
Fiscal Year	FY	4 AN	2	4 - 7	FA2 A3	A3
Basic Symbol	BS	4 AN	2	9 - 12	FA2 A4	A4
Defense Agency Level Organization	DALO	4 AN	2	14 - 17	FA2 A7	D1
Major Command Level Organization	MCLO	3 AN	3	1 - 3	FA2 D6	D2
Field Level Organization	FLO	4 AN	3	5 - 8	FA2 H1	D3
Object Class/Object Sub-Class	OC/OSC	7 AN	3	10 - 16	FA2 F1	F1/F2
Program/Planning Code	PPC	4 AN	4	1 - 4	FA2 E3	G1
Special Interest/Program Cost Code	SIPC	4 AN	4	6 - 9	FA2 G2	G2
First 2 position of APC	APC(1)	2 AN	5	1-2	FA2 D1	N/A
Last 2 positions of APC	APC(2)	2 AN	5	4-5	FA2 B5	N/A
Accounting Installation	FSN	6 AN	5	7-12	FA2 L1	L1
Project/Task/Budget Sub-line	PROJ	8 AN	6	1 - 8	FA2 C4	B4
Work Center	WC	7 AN	6	10 - 16	FA2 B2	D4
Budget Fiscal Year	BFY	4 AN	7	1 - 4	FA2 A3	A3
International Balance of Payments	IBOP	4 AN	9	1 - 4	FA2 P4	
Job Order Cost Code	JOCC	13 AN	10	1 - 13	FA2 G1	H1
Assigned Number	ACRN	2 AN	10	15 - 16	ENT01 / IT101	

eBiz Line of Accounting Example

The Defense Finance and Accounting Center (DFAS) provided the following LOA example. The example is designed to aid in the translation from the traditional accounting format to the DTS 10X20 format. Both formats are provided below.

Traditional Format

97200320034930 5L2P ADADC VPY COCL 210TP00 03310000Y2K1 ARMY 033186 C2VY VPYCO3YA001

EBIZ DTS FORMAT

eBiz	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	033186						^													
ACCT 2	97		^	2003			^	4930					^	5L28				^		
ACCT 3	VPY			^	COCL			^	210TP00								^			
ACCT 4	Y2K1				^	ARMY			^											
ACCT 5	CZ		^	VY		^	033186						^							
ACCT 6	03310000							^	ADADC								^			
ACCT 7	2003				^															
ACCT 8																				
ACCT 9					^															
ACCT 10	VPYCO3YA001													^			^			

eBiz LINE OF ACCOUNTING DEFINITIONS

ACCT (POSITION) **FIELD NAME**

1,5 **Accounting Installation** A six-position alphanumeric code that identifies the Activity responsible for performing the official accounting and reporting for the funds.

5 **APC - First 2 positions** The first two positions of a four position alphanumeric code used as accounting shorthand in DBMS.

5 **APC - Second 2 positions** The third and fourth positions of a four position alphanumeric code used as accounting shorthand in DBMS.

10 **Assigned Number** A two-position alphanumeric Accounting Classification Reference Number (ACRN) associated with a unique Line of Accounting (LOA) cited on the document.

2 **Basic Symbol** A four-position number designating the U. S. Treasury account number assigned to the appropriated funds. This is the highest governmental organizational level at which appropriation, fund, deposit, clearing and receipt accounts are summarized.

7 **Budget Fiscal Year** A four-position alphanumeric code that designates the budget year funds are available for obligation.

2 **Defense Agency Level Organization** A four-position alphanumeric

2 **Department Code** A four-position number that identifies the military department or government entity receiving the appropriated funds.

3 **Field Level Organization** A four-position alphanumeric code identifying the geographic location of the DFAS cost center.

2 **Fiscal Year** (FY) A four-position alphanumeric code that designates the year funds that are available for obligation.

9 **International Balance of Payment** A four-position alphanumeric code used to identify the benefiting foreign country. Used for reimbursement/settlement of OCONUS travel transactions.

10 **Job Order Cost Code** A thirteen-position alphanumeric Job Order Number used to identify Job Costs associated with reimbursable work orders.

3 **Major Command Level Organization** A three-position alphanumeric code representing a DFAS Product Line (i.e. Vendor Pay).

3 **Object Class/Object Sub-Class** A seven-position alphanumeric code to classify a budget execution transaction and Object Sub-Class code indicating the object of expense for the transaction. Objects of expense represent a classification of goods or services on which the agency spends funds.

4 **Program/Planning Code** An eight-position alphanumeric code providing a program output or other capability to improve mission performance or further a specified mission or objectives.

6 **Project/Task/Budget Sub-line** An eight-position alphanumeric code that identifies additional Sub-Divisions of the U. S. Treasury Account.

4 **Special Interest/Program Cost Code** A four-position alphanumeric designator providing a separate accounting and reporting for cost incurred during an emergency or in support of a special program.

6 **Work Center** A seven-position alphanumeric code used to identify a specific responsibility center that carries out the mission, conducts a major line of activity, or produces one or more outputs (i.e. DFAS Support).

APPENDIX K - Lines of Accounting (LOA) Format – DWAS

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	AAA						^													
ACCT 2	DEPT		^	TDPT		^	FY				^	DOC FY				^				
ACCT 3	APPN				^	SUBH				^	OBJ CLASS (OC)				^					
ACCT 4	BCN					^	SA	^	AAA						^	TT		^		
ACCT 5	BPA	^	CUST ID (CI)					^												
ACCT 6	COST ACCOUNT CODE (CAC)							^	FC		^									
ACCT 7																				
ACCT 8	RESP/COST CENTER (RC/CC)							^	IBOP				^	BOC/EE					^	
ACCT 9	COST CODE (CC)												^	ACRN		^				
ACCT 10	JOB ORDER NUMBER (JON)																			^

Field Name	Acronym	Type	Line	Segment
Authorized Accounting Activity	AAA	AN6	1	FA2 L1
Department Code	DEPT	AN2	2	FA2 A1
Transfer Department	TDPT	AN2	2	FA2 A2
Fiscal Year	FY	AN4	2	FA2 A3
Document Fiscal Year	DFY	N4	2	FA2 B4
Appropriation Number	APPN	AN4	3	FA2 A4
Subhead	SUBH	AN4	3	FA2 A7
Object Class	OC	AN4	3	FA2 F1
Bureau Control Number	BCN	AN5	4	FA2 D5
Sub Allotment	SA	AN1	4	FA2 D7
Authorized Accounting Activity	AAA	AN6	4	FA2 L1
Transaction Type	TT	AN2	4	FA2 E4
Budget Program Activity (N-Navy, etc.)	BPA	AN1	5	FA2 B3
Customer Indicator (Activity UIC)	CI	AN5	5	FA2 E3
Cost Account Code	CAC	AN8	6	FA2 H1
Fund Code	FC	AN2	6	FA2 B5
Responsibility/Cost Center	RC/CC	AN8	8	FA2 D1
International Balance of Payments Code	IBOP	AN4	8	FA2 P4
Budget Object Class/Element of Expense	BOC/EE	AN4	8	FA2 F4
Cost Code	CC	AN12	9	FA2 G4
Accounting Classification Reference Number	ACRN	AN2	9	ENT 01
Job Order Number	JON	AN19	10	FA2 H4

NOTE: ALL ALPHA CHARACTERS IN THE DWAS LOA MUST BE IN UPPER CASE

DWAS Line of Accounting Example

The following LOA examples are for each customer group using the DWAS. These examples are designed to aid in the translation from the traditional accounting format to the DTS 10X20 format. Formats for each customer group are provided below.

DOD - Working Capital Funds

AA 97 X 4930 FF12 211 G2291 0 068142 2F 000000 CC1234567890

DWAS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	0	6	8	1	4	2	^													
ACCT 2	9	7	^	9	7	^	X	X	X	X	^	2	0	0	3	^				
ACCT 3	4	9	3	0	^	F	F	1	2	^	2	1	1		^					
ACCT 4	G	2	2	9	1	^	0	^	0	6	8	1	4	2	^	2	F	^		
ACCT 5	F	^	G	2	2	9	1	^												
ACCT 6									^	3	0	^								
ACCT 7																				
ACCT 8	2	F	M	S	3	S			^					^	2	1	1	1	^	
ACCT 9	C	C	1	2	3	4	5	6	7	8	9	0	^	A	A	^				
ACCT 10	G	M	T	R	0	3	0	0	0	0	0	0								^

DWAS Line of Accounting Definitions

ACCT (POSITION) **FIELD NAME**

9 **Accounting Classification Reference Number (ACRN) -** A two-position alphanumeric code unique to each line of accounting assigned by document originator.

3 **Appropriation Number (APPN)** - A four-position numeric code, which identifies the type of funds being used. For DWAS customers this is usually "4930".

1,4 **Authorization Accounting Activity (AAA) -** A six-position alphanumeric code, that identifies the activity which is responsible for performing the official accounting and reporting for the funds. Also known as the Fiscal Station Number (FSN), Fiscal Accounting Station (FAS) or Accounting Station Number (ASN).

8 **Budget Object Class (BOC) / Element of Expense -** A four-position alphanumeric code, also know as the Expense Element, that classifies transactions according to the nature of the goods procured or services performed rather than their purpose. Travel object classes begin with a "2". This field is also referred to as the Element of Resource (EOR) for the SRD1 Interfacing system.

5 **Budget Program Activity (BPA) -** A one-position alpha code, "N", denoting Navy, "F" denoting AF, etc.

4 **Bureau Control Number (BCN) -** A five-position alphanumeric code used to identify operating budget holder, allotment, or organization having responsibility for managing a program.

6 **Cost Account Code (CAC) -** A four-or-six position alphanumeric code established to classify transactions according to their purpose. It is normally the last four characters of the cost code of the *Navy/Marine Corps* accounting classification code or, in a job order system, the third through the sixth digit of the job order number. A seven-position alphanumeric code used by STARS-HCM to identify the Operating Budget Unit Identification Code (OBUIC) for RDT&E only.

DWAS has expanded this field to allow up to an eight-position alphanumeric value for future use as Work Centers or Performing Cost Centers.

9 **Cost Code (CC) -** A twelve-position alphanumeric code used as the source for information needed for preparation of reports, which require detail below the funding level. Code consists of JON or other budget/cost execution information and varies by type of appropriation, system, or fleet/shore activity. It is the last element of the Navy accounting classification code. This field is also referred to as the Account Processing Code (APC)/PRON/JON for the SRD1 Interfacing system.

5 **Customer Indicator (CI) (Activity UIC)** - A five-position numeric code used to identify the organizational unit to which an employee is officially assigned by a personnel action.

2 **Department Code (DEPT) -** A two-position alphanumeric code, which identifies the military department or government entity receiving the appropriation.

2 **Document Fiscal Year (DFY) -** A four-position numeric code, which denotes the fiscal year in which the travel is occurring. The last two positions are used as the fiscal year in the DWAS Standard Document Number for travel.

2 **Fiscal Year (FY) -** A four-position alphanumeric code that designates the first year funds are available for obligation. "XXXX" is used for DOD Revolving funds.

6 **Fund Code (FC) -** A two-position alphanumeric code established for each appropriation. These codes facilitate computer processing and are an element of the allotment code.

8 **International Balance of Payments (IBOP) -** A three-position alphanumeric code identifying a country for transactions pertaining to International Balance of Payments. The country codes used for IBOP are based on the Federal Information Processing

10 **Job Order Number (JON) –** A twelve to nineteen-position alphanumeric code used to identify and track costs specific to a project. The JON can be either the G&A or Reimbursable JON costs for the travel should be incurred against.

3 **Object Class (OC) -** A three or four-position numeric code that promotes the proper classification of disbursements, consistent data collections and accurate reporting. It classifies transactions according to the nature of the goods procured or services performed rather than their purpose.

4 **Responsibility Center/Cost Center Codes (RC/CC) -** These codes identify Air Force organizations, subordinate units, successive levels of responsibility, and their related cost accounts. Responsibility centers are the focal point of managerial control and represent a level of reporting for financial accountability. A cost center is a subordinate entity or unit of activity of an organization used for purposes of cost accumulation and distribution. The cost account is subordinate to a cost center and is used to collect costs below organizational entities; also cost accounts are identified to single parent command, DOD program element and functional category.

3 **Subhead (SUBH) -** A four-position alphanumeric code that identifies a subhead or limitation to the U.S. Treasury account number (basic symbol). The subhead is used to identify a subdivision of funds that restricts the amount or use of funds for a certain purpose or identifies sub-elements within the account for management purposes.

4 **Sub allotment Number (SA) -** A one-position alphanumeric code, which denotes a further breakdown of the Operating Budget/Bureau Control Number at the Funds Administering Activity.

4 **Transaction Type (TT) -** A two-position alphanumeric code that classifies transactions by type (i.e. travel advances, progress payments.

2 **Transfer Department (TDPT) -** A two-position alphanumeric code, which identifies the Government agency transferring appropriations and/or funds to the Department of Defense or a Service.

APPENDIX L – Lines of Accounting (LOA) Format – SAP (SSC SD)

SAP1, 3/10/2004

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	AAA						^													
ACCT 2	DEPT		^	TDPT		^	DFY		^											
ACCT 3	BFY	^	EFY	^	APPN				^	SUBH				^	OC				^	
ACCT 4	BCN					^	SA	^	AAA						^	TT		^		
ACCT 5	BPA	^	CI					^												
ACCT 6								^			^			^						
ACCT 7	CO															^				
ACCT 8					^															
ACCT 9										^								^		
ACCT 10	IBOP			^	CC												^	ACRN		^

Field Name	Acronym	Data Type	Acct. Line	Position	X12 Segment
Authorized Activity Address	AAA	6 AN	1	1 - 6	FA2 L1
Department Code	DEPT	2 AN	2	1 - 2	FA2 A1
Transfer Department	TDPT	2 AN	2	4 - 5	FA2 A2
Document Fiscal Year	DFY	2 AN	2	7 - 8	FA2 B4
Fiscal Year (Beginning Fiscal Year -BFY)	BFY	1 AN	3	1	FA2 A3
Program Year Indicator (Ending Fiscal Year - EFY)	EFY	1 AN	3	3	FA2 A9
Appropriation Number	APPN	4 AN	3	5 - 8	FA2 A4
Subhead	SUBH	4 AN	3	9 - 13	FA2 A7
Object Class	OC	3 AN	3	15 - 18	FA2 F1
Bureau Control Number	BCN	5 AN	4	1 - 5	FA2 D5
Sub allotment Number	SA	1 AN	4	7	FA2 D7
Authorized Accounting Activity	AAA	6 AN	4	9 - 14	FA2 P2
Transaction Type	TT	2 AN	4	16 - 17	FA2 E4
Budget Program Activity (N for Navy)	BPA	1 AN	5	1	FA2 B3
Customer Indicator (Activity UIC)	CI	5 AN	5	3 - 7	FA2 E3
- Not used			6	1 - 7	FA2 H1
- Not used			6	9 - 10	FA2 B5
- Not used			6	12 - 13	FA2 B2
Cost Object	CO	15AN	7	1 - 15	FA2 G2
- Not used			8	1 - 4	FA2 H4
- Not used			9	1 - 9	FA2 P5
- Not used			9	11 - 17	FA2 G4
International Balance of Payments (IBOP)	IBOP	3 AN	10	1 - 3	FA2 P4
Cost Code (JON)	CC	12 AN	10	5 - 16	FA2 D1
Accounting Classification Reference Number (ACRN)	ACRN	2 AN	10	18 -19	FA2 D4

NOTE: FA2 P2 is only mapped to X12 for CBA invoices

SSC SD Line of Accounting Examples for SAP
Traditional LOA Format

AA 97 X 4930 NH3P 000 77777 0 066001 2F T12345 SPAWARSYSCEN

Note: Values in PAA field 'T12345' represents the Tango number. Users do not enter a value in this field – it is system generated.

DTS LOA Format

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	0	6	6	0	0	1	^													
ACCT 2	9	7	^			^	0	4	^											
ACCT 3	X	^		^	4	9	3	0	^	N	H	3	P	^	0	0	0		^	
ACCT 4	7	7	7	7	7	^	0	^	0	6	6	0	0	1	^	2	F	^		
ACCT 5	N	^	6	6	0	0	1	^												
ACCT 6								^			^			^						
ACCT 7	G	-	0	0	0	3	4	-	S	P	:	N	N	P	R	^				
ACCT 8					^															
ACCT 9										^								^		
ACCT 10				^	S	P	A	W	A	R	S	Y	S	C	E	N	^	A	A	^

SAP Line of Accounting Definitions

ACCT (POSITION) **FIELD NAME**

10 **Accounting Classification Reference Number (ACRN)** A two-position alphanumeric code unique to each line of accounting assigned by document originator.

3 **Appropriation Number (APPN)** A four-position numeric code that identifies the type of funds being used.

1,4 **Authorized Accounting Activity (AAA)** A six-position alphanumeric code that identifies the activity which is responsible for performing the official accounting and reporting for the funds.

5 **Budget Program Activity (BPA)** A one-position alpha code, "N", denoting Navy.

4 **Bureau Control Number (BCN)** A five-position alphanumeric code used to identify operating budget holder, allotment, or organization having responsibility for managing a program.

10 **Cost Code (CC) (JON)** A twelve-position alphanumeric code used as the source for information needed for preparation of reports that require detail below the funding level. Code consists of JON or other budget/cost execution information and varies by type of appropriation, system, or fleet/shore activity. It is the last element of the traditional Navy accounting classification code.

7 **Cost Object** A 15-position alphanumeric code used by Navy SAP to identify the locally assigned chargeable object (e.g., WBS element, Network Activity) to which the travel obligation/expenses are to be posted in the financial system of record.

5 **Customer Indicator (CI) (Activity UIC)** A five-position numeric code used to identify the organizational unit to which an employee is officially assigned by a personnel action.

2 **Department Code (DEPT)** A two-position alphanumeric code that identifies the military department or government entity receiving the appropriation.

2 **Document Fiscal Year (DFY)** A two-position numeric code that denotes the fiscal year in which the travel is occurring. Used as the fiscal year in the Navy SDN for travel.

3 **Fiscal Year (BFY) (Beginning)** A one-position alphanumeric code that designates the first year funds that is available for obligation. Single position value of "X" is used for non-expiring funds.

10 **International Balance of Payments (IBOP)** A three-position alphanumeric code that identifies a country's transactions pertaining to the International Balance of Payments. The country codes used for IBOP are based on the Federal Information Processing. The IBOP is used by disbursing for international travel.

3 **Object Class (OC)** A three-position numeric code that classifies transactions according to the nature of the goods procured or services performed rather than their purpose.

3 **Program Year Indicator (EFY) (Ending)** A one-position alphanumeric code used to identify the last year funds are available for obligation. **Not used for non-expiring funds.**

4 **Sub allotment Number (SA)** A one-position alphanumeric code that denotes a further breakdown of the Operating Budget/Bureau Control Number at the Funds Administering Activity.

3 **Subhead (SUBH)** A four-position alphanumeric code that identifies a subhead or limitation to the U.S. Treasury account number (basic symbol). The subhead is used to identify a subdivision of funds that restricts the amount or use of funds for a certain purpose or identifies sub-elements within the account for management purposes.

4 **Transaction Type (TT)** A two-position alphanumeric code that classifies transactions by type (i.e. travel advances, progress payments.

2 **Transfer Department (TDPT)** A two-position alphanumeric code that identifies the Government agency transferring appropriations and/or funds to the Department of Defense or a Service. **Not used for working capital funds.**

APPENDIX M – Accountable Official and Certifying Officer Appointments

On 1 January 2004, the Defense Finance and Accounting Service (DFAS) implemented a new/updated DD Form 577 to serve as the appointment record for AOs. The new form and appointment process also applies to AOs for DTS.

Previous to the implementation of the new form, AOs were required to be appointed in writing and complete a separate signature card (the old DD Form 577). For DTS users, there were sample appointment letters provided in the DTS Financial Field Procedures Guide. This new form combines the appointment letter and signature card into one, easy to use form, and makes the process standard throughout the Department of Defense (DoD).

As new AOs are appointed, their appointment should be recorded on the new form. There is no need to re-appoint and re-cord the appointments of existing AOs.

The form is also used to terminate appointments when the AO no longer services in that capacity.

The instructions for completion are included on the back of the form, however, the following additional guidance is provided:

Block 13:

- Certifying Officials (COs) are any persons who apply the "Approved" stamp to:
  - Authorizations that include a non-ATM advance and/or Scheduled Partial Payment (SPP)
  - Vouchers from Authorization
  - Local Vouchers
  - Transportation Officials (TOs) who approve Centrally Billed Account (CBA) invoices for payment in the DTS CBA Reconciliation Module
- Accountable Officials are any persons involved in the travel management process that serve as control points within the organization, and include:
  - Defense Travel Administrator (DTA) personnel (LDTA, ODTA, FDTA)
  - Routing officials (ROs) (anyone who applies other than the "Approved" stamp)
  - Non-DTS Entry Agents (NDEA) (persons who input claims for other travelers and apply the "T-entered" stamp)

Block 15:

- In addition to the reference to the DoD Financial Management Regulation (DoDFMR), Vol. 5, Chapter 33, reference is also made to the DoDFMR, Vol. 9, Chapter 2.

Offices are required, per the DoDFMR, to maintain copies of the appointment orders in their offices for a period of 6 years, 3 months from the date of termination of the appointment. In addition, the FDTA is responsible to maintain a file of all approved appointments for certifying officials.

Typically, the original appointment record for certifying officials is required to be forwarded to any/all Disbursing Officers who process your payments, however, questions in this regard should be directed to the Service/Agency DTS Program Office for official guidance and direction.

Please note that in addition to the specific duties the individual will be required to perform concerning DTS, Block 14 of this form should include the following statement: "The (Insert specific position, i.e. Certifying Official, NDEA, etc) must comply with all requirements of the Privacy Act of 1974. Any use of DTS information for other than official business may subject the (Insert specific position) to possible criminal penalties and/or administrative sanctions."

The new/updated form makes the old form obsolete. Copies of the new form can be located at http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfopage167.html.

SAMPLE Confirmation of Certifying Official Appointments

(USE APPROPRIATE LETTERHEAD)

MEMORANDUM FOR DEFENSE FINANCE & ACCOUNTING SERVICE
DISBURSING OFFICERS

SUBJECT: Confirmation of Certifying Official Appointment Letters for the Defense Travel System

1. This memorandum is confirmation that all persons within this organization who have authorization or ability to certify vouchers for payment within the Defense Travel System (DTS) have been properly trained and appointed as required by the Department of Defense Directive 7000.15, DoD Financial Management Regulations, Volume 5, Chapter 33. The following documents for all of these individuals are on file and available for review at *[state specific location]*.

a. Signed and acknowledged certifying official appointment DD Form 577's

b. Certification of completion of certifying official training

2. No further persons shall be given access or ability to electronically certify vouchers within DTS until they are properly trained and appointed. When the appointments for these officials expire or are revoked, their electronic access to certify vouchers will be immediately deleted.

3. You may direct any questions regarding certifying officials for this organization to *[state the POC's name, title, phone, and e-mail address]*.

ORGANIZATION COMMANDER'S/DIRECTOR'S

Signature Block & Signature

SAMPLE Support Contractor Information Letter

(USE APPROPRIATE LETTERHEAD)

MEMORANDUM FOR (Insert Support Contractor Employee's Name)

SUBJECT: TRAVEL PROGRAM SUPPORT CONTRACTOR FUNCTIONS

As a Support Contractor, your contract requires access to the Defense Travel System with permission levels that include the functions of a Travel Program Authorizing Official and/or Certifying Officer. This memorandum is formal notification that you shall not execute the responsibilities of a Travel Program Authorizing Official and Certifying Officer.

As a Non-Government Entity, you are not authorized to perform the following functions:

1) Commit, obligate, or disburse funds on behalf of the government under any circumstances in the production environment of the Defense Travel System. This includes using any stamp with an associated action that will result in the commitment, obligation, or disbursement of government funds.
2) Create travel budgets and travel targets.
3) Use the Defense Travel System in the role of a traveler.
4) Make final decisions on government travel.
5) Electronically approve or certify documents such as authorizations or vouchers.

As a Support Contractor you are authorized, to the extent prescribed in your contract, to perform the following functions:

1) Review travel documents prior to approval by an authorized government official.
2) Modify travel documents to correct administrative errors prior to approval by an authorized government official.
3) Create government travel documents for use by government employees.
4) Input and maintain lines of accounting to be used for government travel by government employees and assign them to specific groups of travelers.
5) Maintain approved budgets and travel targets for associated lines of accounting within the Defense Travel System based on documentation supplied by a government official
6) Maintain government personnel data. The contractor must comply with all requirements of the Privacy Act of 1974. Any use of DTS information for other than official business may subject the contractor to possible criminal penalties.
7) Electronically input and forward a travel claim in place of the traveler using the T-Entered stamp. This indicates that the traveler has provided a signed paper copy of the travel claim to the contractor, which will be maintained on file.

You must acknowledge that you have read and understand your responsibilities and authorized duties by signing in the space provided on the attached acknowledgment. Questions should be referred to your contract administrator.

Organization Commander's/Director's
Signature Block & Signature

APPENDIX N – Anti-Deficiency Act

This appendix provides you with a brief overview of the Anti-deficiency Act and how it can affect your organization. The appendix is adapted from The Anti-deficiency Act (ADA) Investigation Manual (January 1998), which is available for download at http://www.asafm.army.mil/fo/fod/ada/ada.asp.

The Anti-deficiency Act is not a specific statute. Rather, it is a collection of statutes, primarily Sections 1341, 1342 and 1517 of Title 31 of the United States Code, that contain provisions commonly referred to as the Anti-deficiency Act. (The ADA was formerly codified under Sections 3678 and 3679 of the Revised Statutes, from which violations once derived their common usage names: the old terms, "3678" or "3679" violations are still occasionally heard.) The ADA requires the head of each executive agency to prescribe by regulation a system of administrative control of funds. It describes the legal requirements for allotment structures and definition of the role of key officials; fixes responsibilities for anti-deficiency violations, or regulation relating thereto; and provides the means for reporting such violations to the President and Congress through the Office of Management and Budget (OMB).

The fiscal principle inherent in the ADA is the idea that you "pay as you go." With very limited statutory exceptions, government officials cannot make payments, or commit the government to make payments at some future time, unless there are or will be sufficient available funds through normal appropriation procedures to cover the cost.

PROHIBITIONS OF THE ANTIDEFICIENCY ACT

Congress passed the ADA to curtail certain funding abuses within the federal government, e.g., agencies might spend all their funding within the first few months of the fiscal year, then incur additional obligations and ask Congress for more funding. Also, agencies would incur obligations in excess of or in advance of an appropriation. The current form of the law prohibits the following:

- Making or authorizing an expenditure from, or creating or authorizing an obligation under, any appropriation or fund in excess of the amount available in the appropriation or fund unless otherwise authorized by law

- Involving the government in any contract or other obligation for the payment of money for any purpose in advance of appropriations made for such purpose, unless the contract or obligation is authorized by law
- Accepting voluntary services for the United States, or employing personal services in excess of that authorized by law, except in cases of emergency involving the safety of human life or the protection of property
- Making obligations or expenditures in excess of an apportionment or reapportionment, or in excess of the amount permitted by agency regulations

WHAT CONSTITUTES AN ANTI-DEFICIENCY ACT VIOLATION?

With the prohibitions in mind, an ADA violation occurs when -

- A formal subdivision of funds is over obligated, over disbursed, or obligated in advance of the appropriation
- A revolving, management, or working capital fund has an appropriation level deficit cash balance with the U.S. Treasury
- A statutory limitation is exceeded by more than the stated reprogramming authority

  - at budget line level for non-expired procurement appropriations

  - at program element level for non-expired research, development, test, and evaluation (RDTE) appropriations
  - at budget activity or project level for non-expired military construction and family housing construction appropriations

- Voluntary services are accepted, except as authorized by stature
- New obligations or any expenditures or adjustments are made or authorized in a closed account except as authorized by special circumstances, such as to correct clerical errors as provided by Treasury Financial Management Bulletin No. 94-04
- A specific statutory limitation (minor construction limit, investment/expense threshold, etc.) is breached

A violation of the ADA occurs when there is a breach of the formal subdivision of funds or any other specific statutory limitation. Suspected violations of the ADA must be investigated and actual violations of the ADA must be reported to the Secretary of Defense, Office of Management and Budget, the U.S. Congress, and the President of the United States. Commitments, obligations, or disbursements in excess of informal subdivisions of funds (such as allowances or targets) are not ADA violations, but if they cause the governing formal fund subdivision to be breached, then a violation of the ADA has occurred. The official who exceeds the allowance or target could be held responsible for the resultant violation of the ADA.

SANCTIONS FOR VIOLATING THE ADA

If a violation has been determined to be knowingly and willfully committed, there are statutory provisions requiring criminal penalties. Penalties include a fine of not more than $5,000, imprisonment for not more than 2 years, or both.

The ADA is a complex area of the law that can have serious consequences for your organization and its members. You must consult with your legal counsel early and often whenever you suspect that an ADA violation may have occurred. Legal counsel is your most important link with the interpretation of regulations and statutes related to ADA.

The ADA Investigations Guide cited at the beginning of this Appendix is an excellent resource that contains much helpful information. We strongly urge you to consult that for more detailed information regarding the ADA.

APPENDIX O – Procedures for Maintaining Per Diem Database

ADDING LOCATIONS

1. Traveler notifies the local Lead DTA/Help Desk that the required location is not in the per diem table.
2. The Lead DTA/Help Desk checks to ensure that location was not inadvertently missed by the traveler (to include using the county in which the location is located to ensure it isn't linked to the TDY location). If the location is still not found, the Lead DTA notifies the PMO-DTS of the location (city/installation, county, state, country) that is missing. Notification will be by e-mail to the Travel Management Division, Requirements Branch at dtsfwg@osd.pentagon.mil.
3. The PMO-DTS Travel Management Division, Requirements Branch, checks the PDTATAC Website for the rate for the county. If no rate is listed for that county, the standard rate for the country/state is used.
4. If the location is a military installation, the PMO-DTS checks the applicable service's website for meal & lodging availability.
5. The PMO-DTS creates the new location in the Per Diem table within DTS, linking the location to the appropriate rate, and entering the appropriate meal and lodging information if a military installation.
6. The PMO-DTS Travel Management Division, Requirements Branch, keeps a spreadsheet showing the new entry so that it can be checked against future Per Diem tables within DTS to ensure the location is not duplicated in future releases and the information remains accurate.
7. The PMO-DTS notifies NGMS that a "Custom Location" has been entered into the database so future updates to the Per Diem tables do not override the updated data.
8. The PMO-DTS notifies the installation's Lead DTA/Help Desk that the entry has been made in the DTS and the traveler can finish the authorization.

CORRECTING ERRORS

1. If there is an obvious error in the database (e.g., duplicate listings for same location with different rates), the traveler notifies the Lead DTA/Help Desk.
2. The Lead DTA/Help Desk validates the error. If valid, the PMO-DTS Travel Management Division, Requirements Branch, will be notified.
3. The PMO-DTS Travel Management Division, Requirements Branch, will check the PDTATAC Website to ascertain if the error resides in the official Per Diem tables. If it does, the PMO-DTS Finance DTA will notify the PDTATAC of the error, request correction, and monitor future table updates to verify the correction was made.
4. If the error is in the DTS, the PMO-DTS will correct the DTS database.
5. The PMO-DTS will notify the installation Lead DTA/Help Desk that the database has been corrected. The Lead DTA/Help Desk will notify the traveler to complete the authorization.
6. The PMO-DTS Travel Management Division, Requirements Branch, will maintain a spreadsheet of such corrections and periodically audit the DTS to ensure the error has not recurred.

APPENDIX P – Procedures for Transferring Travelers to a New Organization

Note: These procedures apply only to permanently move a traveler from one organization to another. They should not be used to temporarily give an organization and/or a DTA access to a traveler's records. If anyone attempts to open a traveler's profile when they do not have access to the organization to which a traveler is a member, this will "blank out" the traveler's organization, routing list and accounting information.

Note: With the implementation of the DTA Maintenance Tool in conjunction with the fielding of the Enhanced Jefferson release, the procedures for transferring travelers from one DTS organization to another have changed. Users should consult the DTS DTA Training Guide for information concerning these new procedures.

APPENDIX Q – Procedures for Correcting Rejected Lines of Accounting

When an authorization or voucher is rejected by the DEBX or DADS for an invalid line of accounting (LOA), the traveler and the traveler's DTA will be notified by e-mail. They must notify the Financial DTA (FDTA) of the reject. The FDTA must ascertain why the LOA is incorrect, and whether a budget exists for the correct LOA. Once the FDTA ensures that a budget exists for the correct LOA, the traveler must correct the LOA in the rejected document. To do this, the user opens the rejected document, clicks on the Accounting toolbar and edits the LOA that is incorrect. Change the incorrect element(s) in the LOA, making certain that the correct number of carets (^) are included in the correct places and are not overwritten in the editing process. **DO NOT delete the bad LOA from the document and DO NOT enter a new LOA. The user must edit the bad LOA in the rejected document to ensure the document does not reject again.**

If the user editing the document is also a DTA with appropriate access/permission levels, the system will ask whether to make the change only for the document. Make certain that the correction changes only the accounting information for the specific document to prevent the system from improperly changing the master accounting table. After correcting the rejected LOA, the user must sign the document. It will then route to the next person(s) in the Routing List, who must also sign the document until it is approved and submitted to the DADS via the DEBX.

If it is determined that the error was the result of an erroneous LOA loaded into DTS, an authorized user with the appropriate permission level must use the DTA Maintenance Tool to correct the erroneous information. Doing so will prevent other documents from rejecting due to a bad LOA.

The procedures only work for correcting rejected LOAs in authorizations, vouchers from authorizations, or amendments to either of these document types. **These procedures will not work for correcting Local Vouchers that are rejected for bad LOAs**. At this time, procedures for correcting rejected local vouchers are being developed for future revisions. When a local voucher is rejected for any reason, the FDTA will need to manually correct the budget, any transactions processed already

within the DADS, and find the cause of the reject. After the cause is determined, the traveler will need to initiate a new local voucher using the correct information/LOA.

APPENDIX R – Trip Cancellation/Curtailment Procedures

This appendix provides information concerning trip cancellation and curtailment and guidance on how these occurrences are processed in DTS. In-depth procedures are provided in the form of a narrative decision matrix and as a process flow chart. In addition, quick reference guides and additional information may be available in the DTS website under the "training" section.

CANCELLATION OF TRAVEL PLANS

Occasionally, travelers will have travel plans canceled at the last minute due to changes in mission requirements. **Since cancellation of a DTS authorization results in the de-obligation of funds, travelers and AO's must ensure that no expenses (to include payment of a non-ATM advance or SPP) have been incurred prior to application of the CANCELED stamp in DTS**. If a traveler does not have sufficient notice prior to their travel plans being cancelled they may be charged for unavoidable expenses. These expenses are reimbursable to the traveler IAW the JTR/JFTR, but a voucher from authorization must be completed in DTS. Dependent upon the timing of the travel plan cancellation, the following types of expenses could be unavoidable, and therefore reimbursed:

- CTO/Travel Agent Fee
    - A CTO/Travel Agent Fee will apply if a ticket is issued. Typically a ticket is issued 3 business-days prior to travel. Even if the trip/reservation is canceled, the fee still applies if the ticket has been issued.

  Travelers should verify with the AO or TO if the transaction fee is billed to the individual traveler or at the Service/Agency headquarters level.

- Mileage Expenses
    - If traveler departed for airport terminal or TDY location before notification of cancellation, he/she is entitled to reimbursement for POC mileage expenses.
- Hotel and or Rental Car Cancellation Fees
    - If the cancellation of reservations was not done in time to avoid a minimum charge in accordance with the hotel/rental car policy.
- ATM and/or Bank Service Fees
    - If the traveler utilized his/her charge card to withdrawal required TDY funds and was charged a service fee.

When a traveler's trip is canceled at the last minute, but they have already incurred expenses (including a paid non-ATM advance or SPP) for which they are entitled to reimbursement, the AO should not cancel the authorization in DTS. Instead, the traveler should create an amendment to the original authorization, and change the itinerary to a one-day trip for less than 12 hours. They must also add a comment in the remarks field explaining that the trip was canceled and why, and that the traveler is being reimbursed for unavoidable expenses already incurred. The user will then open the Travel toolbar, select the "remove" option to cancel reservations as appropriate (air, lodging, and/or car rental), and enter a comment to the AO regarding the cancellation. Next, delete all expenses that were not incurred, and enter the reimbursable expense(s) for which the traveler is entitled to be reimbursed. The traveler and/or AO should verify with their charge card provider and the CTO or hotel and rental car agency if any charges have been incurred. The user will then sign the amendment and it will route to the CTO to cancel the reservations.

If the traveler was paid a non-ATM advance or SPP prior to cancellation of the trip, he/she must include an "Overpayment" expense equal to the amount of the paid non-ATM advance or SPP. This will create a "DUE US" voucher. The AO must contact the FDTA and local site business rules must be followed to record the debt and ensure collection action.

Once the CTO cancels the reservations (or issues a refund if the ticket was already issued), the document routes to the AO who will approve the amendment. Twenty-four hours later, the traveler or NDEA can create a voucher from the amended authorization for the amount of the unavoidable expenses. The user then signs the voucher, and it routes to the AO who approves the voucher for payment.

CURTAILED TRAVEL PROCEDURES – TRAVELER HAS DEPARTED THE PDS

Curtailed travel refers to when a traveler has already departed the PDS before they were informed of the trip cancellation. At this point in time the traveler has already departed on travel and incurred reimbursable expenses – therefore the DTS document should not be canceled.

Unless the traveler utilized POC travel, he/she must contact the CTO using the toll-free number to make the necessary travel arrangements to return the PDS. If the traveler was issued an electronic ticket, the CTO will begin the ticket refund process. *If a paper ticket was issued, the traveler must return the unused ticket to the CTO upon return to the PDS for the ticket to be refunded*.

Upon return, the traveler or NDEA must amend the original authorization to reflect the updated itinerary and related reimbursable expenses. The user should not direct the AO cancel the authorization – this will result in de-obligation of all funds related to the authorization. The user should also add a comment to the remarks field explaining that the trip was curtailed and that the traveler is being reimbursed for expenses already incurred. The traveler should also enter a comment in the reservation module explaining that the trip was curtailed/canceled and include any additional "ticked transportation" as a result of their return travel arrangements. If the traveler does not have sufficient notice of the curtailment and was unable to cancel reservations or registrations, they may be charged for the expenses or charged a penalty fee. These expenses should be added to the amendment with explanations provided in the remarks section. The user will then sign the amended authorization and it will route for review and approval.

If the traveler was paid a non-ATM advance or SPP prior to cancellation of the trip, he/she must include an "Overpayment" expense equal to the amount of the paid non-ATM advance or SPP. This will create a "DUE US" voucher. The AO must contact the FDTA and local site business rules must be followed to record the debt and ensure collection action.

Upon AO approval of the amended authorization, the traveler or NDEA should create a voucher from the amended authorization. The user then signs the voucher, and it routes to the AO who approves the voucher for payment.

CANCELLATION OF THE TRAVEL AUTHORIZATION

Since cancellation of a DTS authorization results in the de-obligation of funds, travelers and AO's must ensure that no expenses have been incurred prior to application of the CANCELED stamp in DTS. The traveler should verify with the charge card vendor, the CTO and/or the hotel and rental car agency if any charges have been incurred prior to cancellation of the DTS authorization.

Once verification can be made that no charges will be associated with the authorization (to include a paid non-ATM advance or SPP), the traveler can amend the DTS document to delete all reservations. The document will then route to the AO for application of the "CANCELED" stamp. This will result in the de-obligation of all funds associated with the travel authorization. For organizations that are DTS-Tailored for Finance, the AO must notify the budget authority to manually de-obligate the funds outside of DTS.

Table 1. Trip Cancellation Procedures Matrix

To determine proper trip cancellation procedures, answer question 1 and perform the action based on the applicable response in the block to the immediate right. Continue with questions 2 and 3 until the action is complete. Only if no expenses (to include payment of a non-ATM advance or SPP) were incurred should the AO cancel the DTS authorization.

1. Was Authorization Approved?	Traveler/ NDEA Action	2. Were Reservations Made?	Traveler/NDEA Action	3. Were Expenses Incurred?	Traveler/NDEA Action	AO Action
Yes	a. Create **Amendment** b. Identify any expenses incurred ** c. If expense incurred, modify Expense Module	Yes	a. In Reservation Module, select "remove" option to cancel reservations as necessary b. Add comment for AO regarding the change c. * SIGN document	Yes		Approve amended TA
					After 24 hours create voucher for reimbursement of expenses	Approve voucher
				No		a. Stamp document "CANCELLED" b. ***Notify budget authority to de-obligate funds
		No	*SIGN document	Yes		Approve amended TA
					After 24 hours create Voucher for reimbursement of expenses	Approve voucher
				No		a. Stamp document "CANCELED" b. ***Notify budget authority to de-obligate funds
No	a. Create **Adjustment** b. Identify any expenses incurred ** c. If expense incurred, modify Expense Module	Yes	a. In Reservation Module, select "remove" option to cancel reservations as necessary b. Add comment for AO regarding the change c. *SIGN document	Yes		Approve adjusted TA
					After 24 hours create voucher for reimbursement of expenses	Approve voucher
				No	N/A	a. Stamp document "CANCELLED" b. ***Notify budget authority to de-obligate funds
		No	*SIGN document	Yes		Approve adjusted TA
					After 24 hours create voucher for reimbursement of expenses	Approve voucher
				No	N/A	a. Stamp document "CANCELED" b. ***Notify budget authority to de-obligate funds

** Was ticket issued (CTO fee applies); does a hotel/rental cancellation fee apply; was a non-ATM advance or SPP paid to the traveler, did the traveler depart the PDS before notification of trip cancellation, etc.?
***Applies only to DTS Tailored with financial interface inactive.

Figure 3. Trip Cancellation Procedures (Amendment Process)

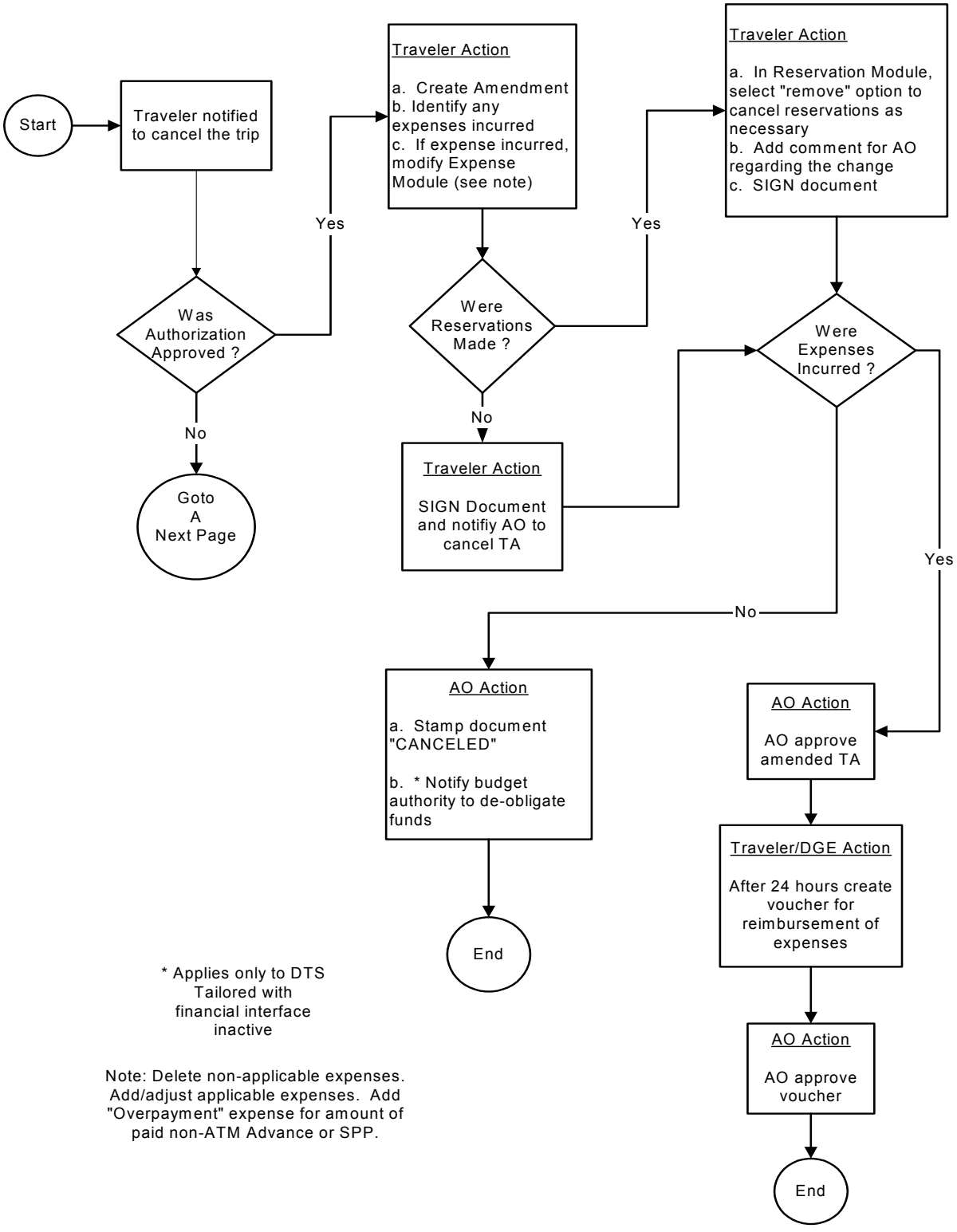
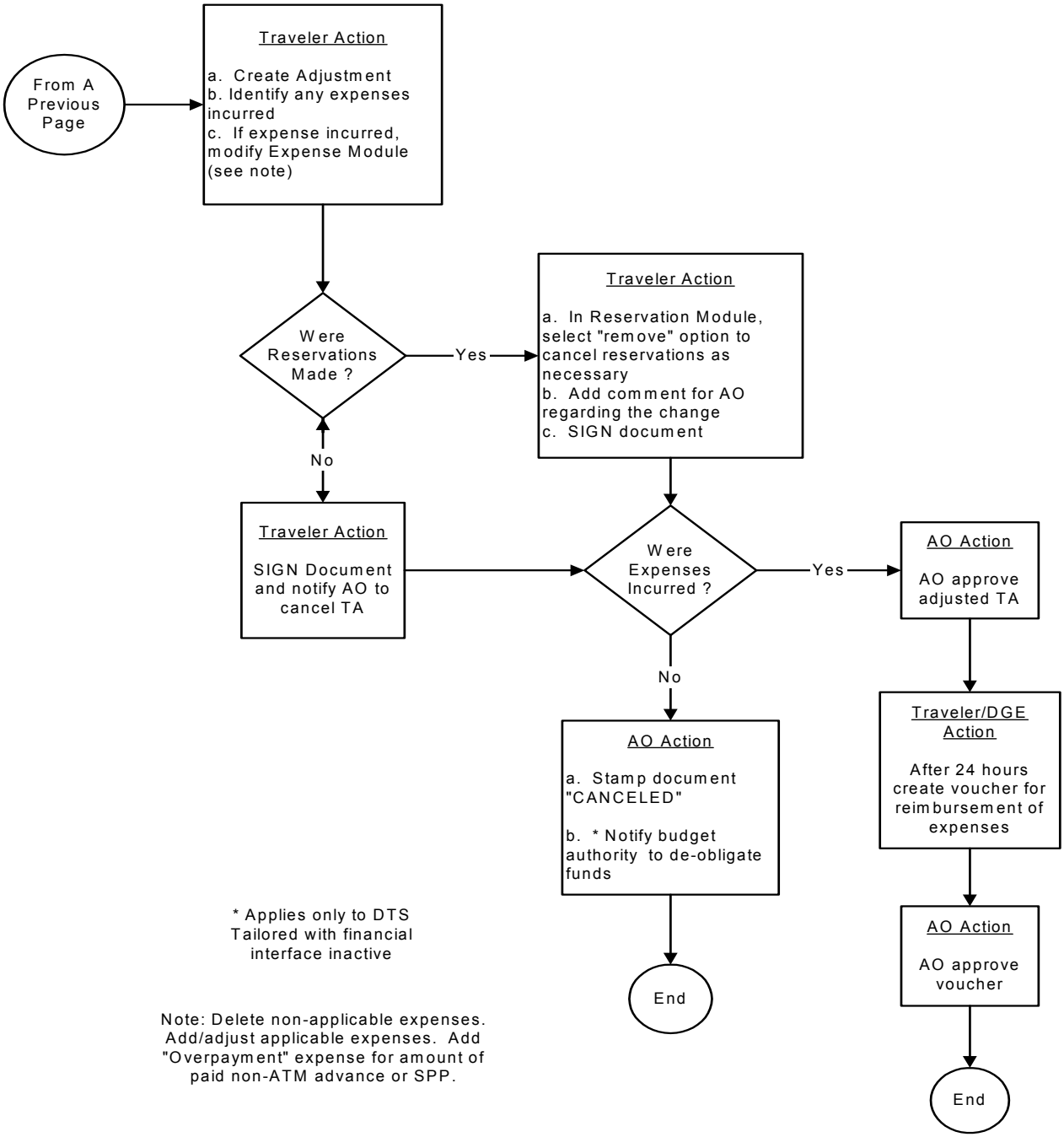


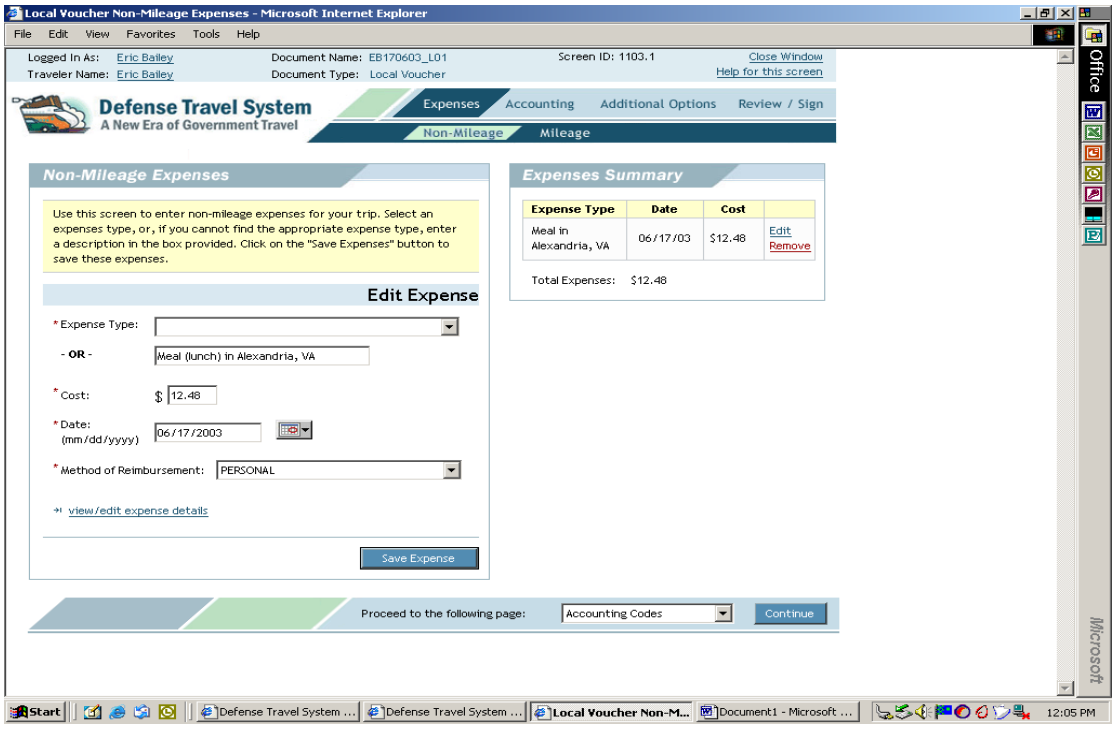
Figure 4. Trip Cancellation Procedures (Adjustment Process)



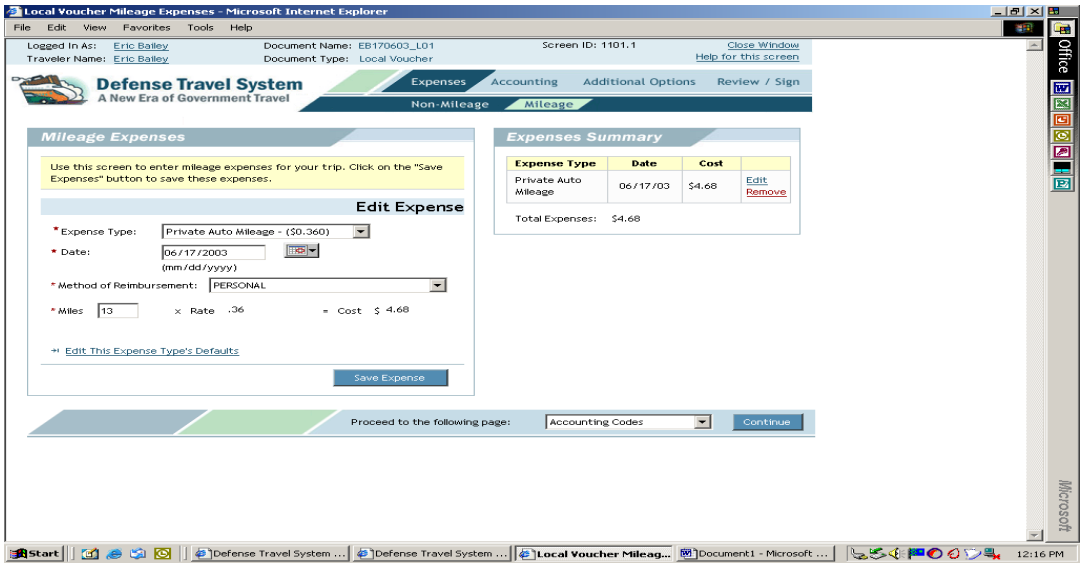
APPENDIX S – Procedures for Identifying Per Diem and Travel Locations for Local Vouchers

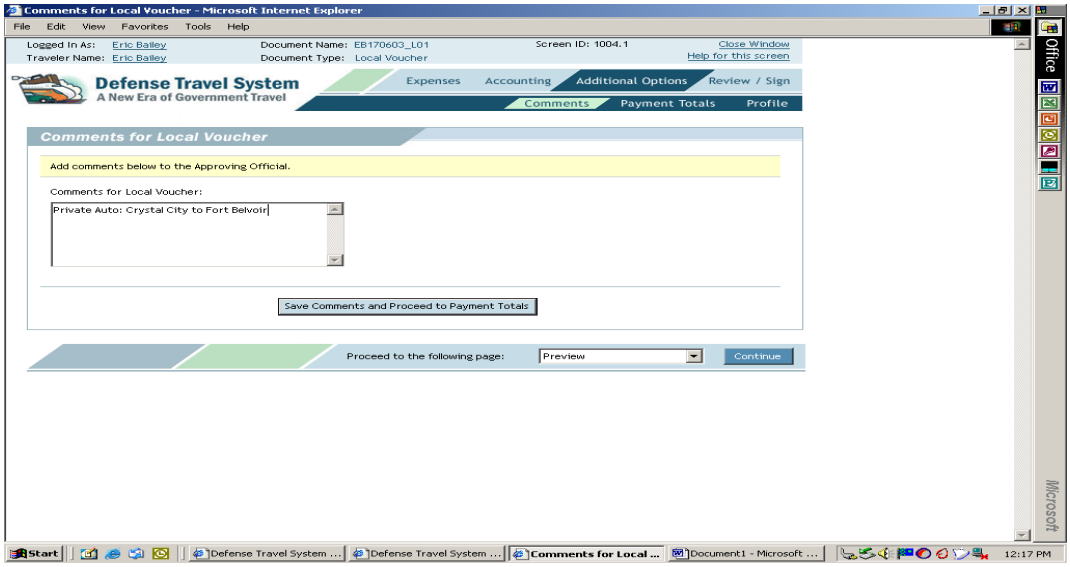
***Note: With the enhancement of Local Voucher functionality forthcoming in the Madison Release, these procedures will be improved and this guide will be updated with those procedures accordingly following the implementation of the Madison Release.**

Occasionally, travelers perform travel within the local area of their Permanent Duty Station (PDS). Under certain circumstances, military members may be reimbursed for the cost of meals purchased while performing temporary duty within the local area of their PDS. In these instances, they may be reimbursed for the actual cost of occasional meals, up to the proportional meal rate (without incidental expenses) for the per diem location. In order to determine what the correct proportional meal rate for the locale would be, the traveler must identify their TDY location. To do this, the traveler must edit the name of the reimbursable expense to show the TDY location, as seen in the sample below:



Likewise, when a military or civilian traveler performs temporary duty within their PDS, they may be reimbursed for mileage when they utilize their personally owned conveyance. In order to reimburse a traveler for POC mileage, the traveler must identify the locations to and from which they drove. When claiming mileage reimbursement on a local voucher in DTS, the traveler must enter the locations where they drove by editing the name of the reimbursable expense item, as seen in the sample below:





APPENDIX T – Policies and Procedures for DTS Permissions and Access Levels

BACKGROUND

1. The Defense Travel System (DTS) identifies more than 180 functions to which you can assign an access and/or permission level. Permission levels protect the accuracy and integrity of information by limiting the number of users who can perform certain DTS tasks or see certain traveler data.
2. A User's permission level can be single number (e.g., *0)* or a list of numbers (e.g., *0, 3, 5*). The default permission level is *0*. As part of the administrative set-up of DTS, each user is assigned appropriate access and permission levels dependent upon their duties. (For detailed information concerning the assignment of permission and access levels refer to the DTS Defense Travel Administration Guide.)

REGULATORY REQUIREMENTS

1. OMB Circular No. A -130, Appendix III, Security of Federal Automated Information Resources requires personnel controls, including individual accountability, "least privilege," and separation of duties.
2. OMB Circular No. A -127, Financial Management Systems requires control incorporated in accordance with OMB Circular No. A -130 and management controls

required by Circular A -123. Circular A - 127 defines a "financial system" as "an information system, comprised of one or more applications, that is used for any of the following: collecting, processing, maintaining, transmitting, and reporting data about financial events."

3. GAO AIMD-00-21.3.1, Standards for Internal Control in the Federal Government, which implements OMB Circular A-123, states specifically "Key duties and responsibilities need to be divided or segregated among different people to reduce the risk of error or fraud. This should include separating the responsibilities for authorizing transactions, processing and recording them, reviewing the transactions, and handling any related assets. No one individual should control all key aspects of a transaction or event." It further states that, "Access to resources and records should be limited to authorized individuals, and accountability for their custody and use should be assigned and maintained."

4. DoD 7740.1-G, ADP Internal Control Guideline, dated July 1988, which implements an automatic data processing internal control program, states “Effective controls need to be established over the data processing operation because of the concentration of the functions brought about by the computer. The organizational structure should provide assurance that assets are safeguarded and that information is produced reliably. A key organizational control is an adequate separation of duties, which includes:

   a. Separating the data processing functions from other agency functions;
   b. Separating different data processing functions within the data processing organization;
   c. Providing for separation of duties within user departments.”

5. DoD 5400.11, DoD Privacy Program, dated December 1999, which implements the Privacy Act of 1974, states “DoD personnel shall take such actions, as considered appropriate, to ensure that personal information contained in a system of records, to which they have access to or are using incident to the conduct of official business, shall be protected so that the security and confidentiality of the information shall be preserved.” It further states that “DoD personnel shall not disclose any personal information contained in any system of records except as authorized…Personnel

willfully making such a disclosure when knowing that disclosure is prohibited are subject to possible criminal penalties and/or administrative sanctions."

DTS PERMISSION AND ACCESS LEVELS

1. The DTS Program Management Office (PMO) has identified the following Permission Levels, Organizational (Org) Access, and Group Access for use with the DTS. All Services and Agencies will strictly adhere to assignment of these levels to the users indicated:

USER TYPE	Permission Levels	Org Access	Group Access
PMO DTS DTA	0,1,2,3,4,5,6,7,9	All	All
PMO Management Control DTA	0,1,3,4,5,6	All	All
NGMS DTA	0,1,2,3,4,5,6,7,8	All	All
DTS Finance DTA	0,1,2,3,4,5,6	All	All
Service/Agency DTA	0,1,2,3,4,5,6,7	Service	Service
Site Lead DTA	0,1,2,3,4,5,6	Site	Site
Site Finance DTA	0,5,6	Site	Site
Site Budget DTA	0,1,3	Site	Site
Organization DTA	0,1,5	Org	Org
Transportation Officer/Mgr.	0,4	Site	Site
Authorizing/Certifying Officials	0,1,2	Org	Org
Non-DTS Entry Agent (NDEA)	0 *	None	Org
Traveler	0	None	None
PMO/NGMS Fielding Personnel	0,1,2,3,4,5,6 (Temp Basis)	Site	Site

*** For internal management control, the non-DTS Entry Agent (NDEA) shall not be part of any routing list.**

2. Reference Defense Travel Administration Guide for the full list of DTS functions to which the above permission levels apply.
3. It is the responsibility of each Service and Agency to insure that the above permission and access level are adhered to at all times by their respective organizations. Furthermore, it is the responsibility of the Service and Agency to insure that prior to assignment of a permission level to a user, any and all required certification training has been completed and all appropriate appointment letters are on file with the respective Service or Agency.

4. Service and Agency exceptions to the above permission and access levels will be considered on a case-by-case basis by the PMO-DTS. Such requests must be submitted in writing to:

   Program Management Office, Defense Travel System
   Management Control Administrator (MCA)
   241 18th St.
   Crystal Square 4, Suite 100
   Arlington, VA 22202-3402.

DTS TESTING AND IMPLEMENTATION PERSONNEL

All PMO, NGMS, Service/Agency, and support contractor personnel involved in DTS testing and implementation, requiring access to the DTS production system, must request such access in writing to the Management Control Administrator (MCA). The PMO Defense Travel Administrator (DTA) will input personnel requiring Level 8 access and the PMO Finance DTA will input all other personnel, only after all appropriate training has been completed and adequate documentation processed with the MCA.

Permission and Access Level Procedures for DTS Testing and Fielding Personnel

1) The following procedures will be followed by all PMO, NGMS, Service/Agency, and support contractor personnel needing access to the DTS production system due to their support for DTS Testing and/or Fielding:

   a) PMO, NGMS, Service/Agency, and support contractor leads must identify all personnel under their control who require access to the DTS production system and the permission and access level necessary for them to perform their assigned duties.

   b) Once identified, the following information, for each individual, will be provided to the Management Control Administrator (MCA) to process their appointment letter (see paragraph four (4) below for address). Along with this information will also be provided the individual's Certifying Officer Legislation (COL) training certificate of completion indicating a completion score of at least 80%:
      i) Name
      ii) Duty position

iii) Permission and access level requested

iv) Explanation of why requested permission and access level is required

v) Duration of request (indicate start and end dates for access)

2) To insure adequate time for processing, all access requests must be submitted two (2) weeks prior to requested start date.

3) Once appointed by the MCA, the PMO-DTS Defense Travel Administrator (DTA) will add users at the approved appropriate access level(s) and notify the user when this action has been completed. Likewise, at the end of the users access period, the PMO-DTS DTA will remove the user from the system and notify the user that their DTS access has been changed and/or cancelled and, if necessary, that their appointment letter has been revoked.

4) Requests for access to the DTS production system will be submitted to the following address:

Program Management Office, Defense Travel System
Management Control Administrator (MCA)
241 18th St.
Crystal Square 4, Suite 100
Arlington, VA 22202-3402

APPENDIX U – Procedures for Death of a Traveler While on TDY

The Defense Travel System is not programmed to compute the entitlements related to the handling transportation of human remains or death of a member while on TDY travel assignment. If a traveler dies while on official travel, the non-DTS Entry Agent (NDEA) or Authorizing Official must cancel the DTS authorization. A new travel authorization must be created outside of the system. It is highly recommended that the original DTS authorization be referenced on the documentation created outside DTS.

The DoD component is responsible for the preparation and transportation of the remains of an employee. Refer to the JTR (Chapter 6, Part B) for information on the proper process for death cases and the responsibilities of the government.

APPENDIX V – Procedures for Implementing a DTS-Tailored Organization

GENERAL

Effective with the Adams Release of DTS, it is possible for sites to deploy the system without operational interfaces to the DoD Accounting and Disbursing Systems (DADS). Deploying the DTS without these interfaces can still provide significant benefits to the traveler and the travel community. These benefits include:

- Login authentication using PKI digital signatures to provide non-repudiated authentication
- Computation of entitlements according to Appendix O of the JTR/JFTR
- Electronic workflow routing for review and approval of travel authorizations and expense vouchers
- Transfer of completed travel documents to the DoD Archive/MIS

If the DADS interface is unavailable, DTS will act as an order writer with similar functionality to the "Arrangements Only" trip process. Travel documents (authorizations and vouchers) can be printed from DTS and processed manually in the DADS, or processed in accordance with current local procedures. After the trip is completed the trip records are submitted to the DOD Archive/MIS.

An organization at any level in the hierarchy can be configured without electronic access to a CTO. Without the CTO interface, the system users do not have the ability to request air, lodging, or rental car arrangements or have access to real-time availability information for these services. In addition, a passenger name record (PNR) is not routed to the CTO.

NO CTO INTERFACE

Setting up DTS without the CTO Interface

The NGMS DTA completes the setup of the CTO information. The site identifies which organization(s) should be configured without the CTO interface. The NGMS DTA will populate the relevant fields in the DTS with standardized codes, as these fields cannot be left null.

Using DTS without the CTO Interface

The impact to users occurs during the creation and/or amendment of authorizations. When the user creates the authorization, they do not have access to real-time air, lodging, or rental car availability. Instead, the user must contact the CTO directly (by either phone, fax, or email) and request that reservations be made for the trip. The user enters the quoted costs for the reservations into the authorization – airfare is entered in the ticketed transportation screen, lodging costs are entered on the per diem entitlements screen, and rental car costs are entered as a commercial auto expense.

When the user signs the document it routes to the authorizing official identified in the routing list. The document does not result in a PNR being sent to the CTO. The user, therefore, cannot use the air/lodging/rental segment comments fields to communicate with the CTO. Questions or requests for changes must be communicated directly to the CTO by phone, fax, email, etc., in accordance with local travel procedures. Similarly, the user would not receive comments back from the CTO through the DTS. Users should ensure that the CTO provides a printable itinerary.

If changes need to be made to the authorization, the user again contacts the CTO directly to change or cancel part or all of the reservations. The user would then update the costs on the authorization according to the changes made. The adjusted (or amended, if already approved) document then routes to the authorizing official.

No other features of DTS are affected by the lack of the CTO interface. The users still apply digital signatures to travel data, user defined files (UDFs) are created to send obligation and/or payment transactions to the DADS through the DEBX (assuming there is an operational DADS interface), and completed or cancelled trip records transfer to the DoD Archive/MIS.

NO DADS INTERFACE

DTS Setup for No DADS Interface

If the site requires an organization to be setup as a blocked organization, the site must complete a DTS-Tailored organization form. This form includes all necessary

information that the NGMS Payment Module Administrator needs to complete the setup. Should any questions arise, the form also includes support contact information. After the form has been completed, it is provided to the PMO Fielding Branch point of contact, which then forwards it to the NGMS administrator. Once the form is received, the NGMS Payment Module Administrator completes the setup of the DADS information. Once the setup is complete, the NGMS administrator will send back a confirmation message to the designated site POC, the Fielding POC, and the PMO-DTS.

The setup identifies those organizations whose travel documents are to be examined to determine whether or not the documents are to generate a UDF to be sent through DEBX to the DADS. The organizations are listed in a table along with the text string used to check if the organization's documents are to be blocked. This string used to identify the blocked organization is "DTST", which will appear in the first field of the first account in the line of accounting (LOA) format.

An authorized user, such as the FDTA within the organization, sets up the blocked LOAs by entering the "DTST" string in the first field of the 10x20 LOA format within DTS by utilizing either the DTA Set-up Tool or DTA Maintenance Tool as applicable. An organization may have both blocked and unblocked LOAs (if there are multiple DADS servicing the organization). However, the use of any blocked LOA on the document will cause the entire document to be treated as blocked.

If a user's organization is identified in the table used by the payment module, all documents from that organization will be examined to see if the UDF should be blocked. The document is blocked if any LOA used for the document starts with "DTST". If the document uses a blocked LOA, no financial transaction UDF is generated and made available for interchange with DEBX (which would then route it to the DADS).

This requires that the documents associated with a trip either all be blocked or all be unblocked. Therefore, if a trip that had been budgeted against a blocked LOA needs to be changed to use an unblocked LOA, the original authorization needs to be canceled and a new authorization with unblocked LOAs be used instead. Table 2 summarizes the actions taken by the DTS for determining blocked/unblocked transactions.

***Note: Organizations using DTS-Tailored for DADS interface CANNOT use the non-ATM Advance or Scheduled Partial Payment (SPP) functionality in DTS! Any**

travel requiring either of these must be done outside of DTS if DTS-Tailored for DADS interface is in place.

Table 2. Actions Taken with Blocked/Unblocked Organizations

	Organization Configured on Payment Module as a Blocked Organization?	
Description of Document	**Yes**	**No**
Original authorization has no LOAs starting with DTST string	Document is checked for LOAs, but as none start with the DTST string, UDF is generated for exchange with DEBX.	UDF is generated without further checking and available for exchange with DEBX.
Original authorization has at least one LOA starting with DTST	Document is checked for LOAs and blocked – no UDF created for DEBX.	UDF is generated without further checking and available for exchange with DEBX. As the LOA is not valid, the document rejects at DEBX.
Amended authorization changes LOA from blocked LOA (with DTST) to unblocked (without DTST)	Document is checked for LOAs and a UDF is created for DEBX, as there is no longer a blocked LOA. However, the adjusting obligation UDF includes the de-obligation of the blocked (DTST) LOA, causing a DEBX reject.	UDF is created for DEBX, as this is not a blocked organization. However, the adjusting obligation UDF includes the de-obligation of the blocked (DTST) LOA, causing a DEBX reject.
Amended authorization changes LOA from unblocked (without DTST) to blocked LOA (with DTST)	Document is checked for LOAs and blocked – no UDF would be created for DEBX. Subsequent voucher would also be blocked in the future, as the amendment was blocked. This will result in overobligation at the DADS, which will have to be manually cancelled at the DADS. The appropriate action would have been to cancel the original authorization (with unblocked LOA) and to create a new authorization with a blocked LOA.	UDF is created for DEBX, as this is not a blocked organization. However, the adjusting obligation UDF includes the obligation of the new blocked (DTST) LOA, causing a DEBX reject.

	Organization Configured on Payment Module as a Blocked Organization?	
Description of Document	**Yes**	**No**
Voucher has no LOAs starting with DTST string	Document is checked for LOAs, but as none start with DTST, UDF is generated for exchange with DEBX. (Note that if the approved authorization had a blocked LOA, the ghost-adjusting obligation would include the blocked LOA, causing a DEXB reject).	UDF is generated without further checking and available for exchange with DEBX. (Note that if the approved authorization had a blocked LOA, the ghost-adjusting obligation would include the blocked LOA, causing a DEXB reject).
Voucher has at least one LOA starting with DTST	Document is checked for LOAs and blocked – no UDF created for DEBX.	UDF is generated without further checking and available for exchange with DEBX. As the LOA is not valid, the document rejects at DEBX.

Using DTS without the DADS Interface

When a user creates a document that requires blocked LOAs, the documents are not electronically transferred to the DADS. Users will follow local procedures to process authorizations and vouchers outside of DTS.

APPENDIX W – Procedures for use of Debt Management Expense Codes

GENERAL

With the implementation of the Adams release of DTS, reimbursable expense categories for management of debt were made available. The "Debt" category contains three reimbursable expense codes: "Overpayment", "Debt under $10", and "Debt Waived". These codes are used to prevent a "negative disbursement" from being sent to DFAS. A negative disbursement occurs when a traveler is overpaid and owes a debt to the U.S. Government. The disbursing systems cannot currently handle these transactions from DTS. In instances where a negative disbursement is generated, the debt-related expense codes are used to change the negative disbursement to a zero dollar amount to allow for processing by the DADS.

Note: In all cases, these expense categories are used on a voucher from authorization only – they should never be used when creating an authorization.

In all cases, a "Debt Management Monitor" (assigned by the DTA) is required to ensure that associated collection notices, due process, and tracking of the debt related actions are completed outside of DTS. As collections are processed and the debt is recovered, the Debt Management Monitor is required to update the related trip record(s) to include information in the remarks section regarding the collection. Information should include the date(s) of collection, the amounts of the collection(s), and the associated CCV number(s). If a debt waiver was applied for and approved, this information must be included in the remarks section of the trip record as well.

Note: *An improved Debt Management functionality is currently scheduled for the Madison Release of DTS. This improved functionality will include Due Process notification to the traveler and a DTS Debt Management Report that will track the status of collection actions related to DUE US transactions.*

EXPENSE CODE DESCRIPTIONS

The following paragraphs contain descriptions and examples of each debt management expense code:

Overpayment – If the debt is over $10 and has not been waived, the user would enter the amount as a reimbursable expense using the "Overpayment" expense code. In this case, the traveler owes a debt to the government. Figure 5 (see below) demonstrates the use of the 'Overpayment' expense code. In this example, the traveler has submitted a voucher for an amount of $525. After post payment review, it is determined that the traveler was only entitled to $25 for a rental car instead of the $50 as previously claimed. When the voucher is amended, $25 is deducted from the Rental Car expense and moved to the Overpayment expense – failure to adjust the associated expense when adding the Overpayment expense will result in an additional overpayment. The government must record and collect the $25 debt through an interim debt management process outside of the DTS. When the collection is processed, the obligation must be adjusted manually outside of the DTS.

Figure 5. Overpayment Expense Code (with no Advance)

	Authorization		Voucher		1st Amendment		Manual Collect.
Commercial Air		$100.00		$100.00		$100.00	
Lodging		250.00		250.00		250.00	
M&IE		100.00		100.00		100.00	
Rental Car	50.00		50.00		25.00		
Gas	20.00		25.00		25.00		
Overpayment (DUE U.S.)	0.00		0.00		25.00		
Debt under $10	0.00		0.00		0.00		
Debt Waived	0.00		0.00		0.00		
Total Misc. Expenses		70.00		75.00		75.00	
Total Expenses		$520.00		$525.00		$525.00	
Non-Reimbursable Expenses		0.00		0.00		0.00	
Total Amount Claimed		$520.00		$525.00		$525.00	
Gov't Advance Outstanding	0.00		0.00		0.00		
Gov't Advance Applied	0.00	0.00	0.00	0.00	0.00	0.00	
Net to Traveler		$520.00		$525.00		$525.00	
Gov't Charge Card Expenses	150.00		150.00		150.00		
Gov't Charge Card ATM Adv.	0.00		0.00		0.00		
Add'l Gov't Charge Card Pymt	0.00		0.00		0.00		
Total Gov't Charge Card Amt	150.00		150.00		150.00		
Pay to Gov't Charge Card Amt		150.00		150.00		150.00	
Pay to Traveler (Displayed)		$370.00		$375.00		$375.00	
Initial Obligation		520.00		520.00		0.00	0.00
Adjustment		0.00		5.00		0.00	25.00
Total Obligation		520.00		525.00		0.00	25.00
Disbursement		0.00		525.00		0.00	0.00

Collection		0.00	0.00	0.00	25.00
Advice of Payment Amount		0.00	525.00	0.00	0.00

Figure 6 (see below) demonstrates the use of the 'Overpayment' expense type in conjunction with a non-ATM advance. In this example, the traveler has received a $540 non-ATM advance. On the initial voucher, the traveler has only claimed $525 of expenses. This results in a -$15 disbursement. The voucher is not processed due to the negative disbursement. To correct the rejected voucher, a reimbursable expense of $15 must be entered using the "Overpayment" expense type. This expense increases the disbursement to $0 and the voucher will no longer be rejected. The government must record and collect the $15 debt through an interim debt management process outside of the DTS.

Figure 6. Overpayment Expense Code (with Advance)

	Authorization		Initial Voucher		Correct Reject		Manual Collect.
Commercial Carrier		$100.00		$100.00		$100.00	
Lodging		250.00		250.00		250.00	
M&IE		100.00		100.00		100.00	
Rental Car	50.00		50.00		50.00		
Gas	20.00		25.00		25.00		
Debt over $10 (Due U.S.)	0.00		0.00		15.00		
Debt under $10	0.00		0.00		0.00		
Debt Forgiven	0.00		0.00		0.00		
Total Misc. Expenses		70.00		75.00		90.00	
Total Expenses		$520.00		$525.00		$540.00	
Non-Reimbursable Expenses		0.00		0.00		0.00	
Total Amount Claimed		$520.00		$525.00		$540.00	
Gov't Advance Outstanding	540.00		540.00		540.00		
Gov't Advance Applied	0.00	540.00	0.00	540.00	0.00	540.00	
Net to Traveler		-$20.00		-$15.00		$0.00	
Gov't Charge Card Expenses	0.00		0.00		0.00		
Gov't Charge Card ATM Adv.	0.00		0.00		0.00		
Add'l Gov't Charge Card Pymt	0.00		0.00		0.00		
Total Gov't Charge Card Amt	0.00		0.00		0.00		
Pay to Gov't Charge Card Amt		0.00		0.00		0.00	
Pay to Traveler (Displayed)		-$20.00		-$15.00		$0.00	
Initial Obligation		520.00		520.00		525.00	0.00
Adjustment		0.00		5.00		15.00	15.00
Total Obligation		520.00		525.00		540.00	15.00
Disbursement		0.00		-15.00		0.00	0.00
Collection		0.00		0.00		0.00	15.00

Advice of Payment Amount	0.00	N/A-Reject	0.00	0.00

Debt Waived – If the traveler has a debt greater than $10 and feels that no debt is owed to the government, the traveler can request a waiver of the debt. If a debt waiver was approved, the user would enter the amount under the reimbursable expense using the "Debt Waived" expense code. In this case, the traveler owes no debt to the government.

Figure 7 (see below) demonstrates the use of the 'Debt Waived' expense type. In this example, the traveler has submitted a voucher for an amount of $525. During post payment review, it is determined that the traveler is only entitled to $25 for a rental car instead of $50 as previously claimed. The traveler submits a request for a debt waiver. If the waiver is granted (as it is in this case), $25 is deducted from the 'Rental Car' expense and is added to the 'Debt Waived' expense. No manual debt collection will take place since the debt waiver has been granted.

Figure 7. Debt Waived Expense Code (with no Advance)

	Authorization		Initial Voucher		1st Amendment	
Commercial Carrier		$100.00		$100.00		$100.00
Lodging		250.00		250.00		250.00
M&IE		100.00		100.00		100.00
Rental Car	50.00		50.00		25.00	
Gas	20.00		25.00		25.00	
Overpayment	0.00		0.00		0.00	
Debt under $10	0.00		0.00		0.00	
Debt Waived	0.00		0.00		25.00	
Total Misc. Expenses		70.00		75.00		75.00
Total Expenses		$520.00		$525.00		$525.00
Non-Reimbursable Expenses		0.00		0.00		0.00
Total Amount Claimed		$520.00		$525.00		$525.00
Gov't Advance Outstanding	0.00		0.00		0.00	
Gov't Advance Applied	0.00	0.00	0.00	0.00	0.00	0.00
Net to Traveler		$520.00		$525.00		$525.00
Gov't Charge Card Expenses	150.00		150.00		150.00	
Gov't Charge Card ATM Adv.	0.00		0.00		0.00	
Add'l Gov't Charge Card Pymt	0.00		0.00		0.00	
Total Gov't Charge Card Amt	150.00		150.00		150.00	
Pay to Gov't Charge Card Amt		150.00		150.00		150.00
Pay to Traveler (Displayed)		$370.00		$375.00		$375.00

Initial Obligation		$520.00		$520.00	$0.00
Adjustment		0.00		5.00	0.00
Total Obligation		520.00		525.00	0.00
Disbursement		0.00		525.00	0.00
Advice of Payment Amount		0.00	150.00	375.00	0.00

Figure 8 (see below) demonstrates the use of the 'Debt Waived' expense type in conjunction with a non-ATM advance. In this example, the traveler has received a $540 non-ATM advance. On the initial voucher, the traveler claims $525 of expenses. This results in a disbursement of -$15. The voucher is rejected because of the negative disbursement. To correct the rejected voucher and offset the negative disbursement, a reimbursable expense of $15 is entered using the "Overpayment" expense code. This expense increases the disbursement to $0 and the voucher will no longer be rejected. In this instance, the traveler submits a request for debt waiver. If the waiver is granted (as it is in this case), an amendment is made to the voucher and $15 is deducted from the 'Overpayment' expense and added to the 'Debt Waived' expense. No manual debt collection will take place since the debt has been waived.

Figure 8. Debt Waived Expense Code (with Advance)

	Authorization		Initial Voucher		Correct Reject		1st Amendment	
Commercial Carrier		$100.00		$100.00		$100.00		$100.00
Lodging		250.00		250.00		250.00		250.00
M&IE		100.00		100.00		100.00		100.00
Rental Car	50.00		50.00		50.00		50.00	
Gas	20.00		25.00		25.00		25.00	
Overpayment	0.00		0.00		15.00		0.00	
Debt under $10	0.00		0.00		0.00		0.00	
Debt Waived	0.00		0.00		0.00		15.00	
Total Misc. Expenses		70.00		75.00		90.00		90.00
Total Expenses		$520.00		$525.00		$540.00		$540.00
Non-Reimbursable Expenses		0.00		0.00		0.00		0.00
Total Amount Claimed		$520.00		$525.00		$540.00		$540.00
Gov't Advance Outstanding	540.00		540.00		540.00		540.00	
Gov't Advance Applied	0.00	540.00	0.00	540.00	0.00	540.00	0.00	540.00
Net to Traveler		-$20.00		-$15.00		$0.00		$0.00
Gov't Charge Card Expenses	0.00		0.00		0.00		0.00	
Gov't Charge Card ATM Adv.	0.00		0.00		0.00		0.00	
Add'l Gov't Charge Card Pymt	0.00		0.00		0.00		0.00	
Total Gov't Charge Card Amt	0.00		0.00		0.00		0.00	

Pay to Gov't Charge Card Amt	0.00	0.00	0.00	0.00
Pay to Traveler (Displayed)	-$20.00	-$15.00	$0.00	$0.00
Initial Obligation	$520.00	$520.00	$525.00	$0.00
Adjustment	0.00	5.00	15.00	0.00
Total Obligation	520.00	525.00	540.00	0.00
Disbursement	0.00	-15.00	0.00	0.00
Advice of Payment Amount	0.00	N/A-Reject	0.00	0.00

Debt Under $10 – The government does not attempt to collect debts under $10. If the traveler has a debt of less than $10, the traveler enters the amount using the reimbursable expense code "Debt under $10". In this case, the government will not pursue the debt that the traveler owes to the government. Figure 9 (see below) demonstrates the use of the 'Debt Under $10' expense type. In this example, the traveler has submitted a voucher for an amount of $525. During post payment review, it is determined that the traveler is only entitled to $45 for a rental car instead of $50 as previously claimed. When the voucher is amended, $5 is deducted from the Rental Car expense and is added to the 'Debt Under $10' expense type – failure to adjust the associated expense when adding the Debt Under $10 expense will result in an additional overpayment. Since the amount of debt is less than $10, the government will not collect the overpayment.

Figure 9. Debt Under $10 Expense Code (with no Advance)

	Authorization		Initial Voucher		1st Amendment	
Commercial Carrier		$100.00		$100.00		$100.00
Lodging		250.00		250.00		250.00
M&IE		100.00		100.00		100.00
Rental Car	50.00		50.00		45.00	
Gas	20.00		25.00		25.00	
Overpayment	0.00		0.00		0.00	
Debt under $10	0.00		0.00		5.00	
Debt Waived	0.00		0.00		0.00	
Total Misc. Expenses		70.00		75.00		75.00
Total Expenses		$520.00		$525.00		$525.00
Non-Reimbursable Expenses		0.00		0.00		0.00
Total Amount Claimed		$520.00		$525.00		$525.00
Gov't Advance Outstanding	0.00		0.00		0.00	
Gov't Advance Applied	0.00	0.00	0.00	0.00	0.00	0.00
Net to Traveler		$520.00		$525.00		$525.00
Gov't Charge Card Expenses	150.00		150.00		150.00	

Gov't Charge Card ATM Adv.	0.00		0.00		0.00	
Add'l Gov't Charge Card Pymt	0.00		0.00		0.00	
Total Gov't Charge Card Amt	150.00		150.00		150.00	
Pay to Gov't Charge Card Amt		150.00		150.00		150.00
Pay to Traveler (Displayed)		$370.00		$375.00		$375.00
Initial Obligation		$520.00		$520.00		$0.00
Adjustment		0.00		5.00		0.00
Total Obligation		520.00		525.00		0.00
Disbursement		0.00		525.00		0.00
Advice of Payment Amount		0.00	150.00	375.00		0.00

Figure 10 (see below) demonstrates the use of the 'Debt Under $10' expense type in conjunction with a non-ATM advance. In this example, the traveler has received a $540 non-ATM advance. On the initial voucher, the traveler has only claimed $535 of expenses. This results in a disbursement of -$5. The voucher is rejected because of the negative disbursement. To correct the rejected voucher, a reimbursable expense of $5 must be entered using the "Debt Under $10" expense type. This expense increases the disbursement to $0 and the voucher will no longer be rejected. Since the amount of debt is less than $10, the government will not collect the overpayment.

Figure 10. Debt Under $10 Expense Code (with Advance)

	Authorization		Initial Voucher		Correct Reject	
Commercial Carrier		$100.00		$100.00		$100.00
Lodging		250.00		250.00		250.00
M&IE		100.00		100.00		100.00
Rental Car	60.00		60.00		60.00	
Gas	20.00		25.00		25.00	
Overpayment	0.00		0.00		0.00	
Debt under $10	0.00		0.00		5.00	
Debt Waived	0.00		0.00		0.00	
Total Misc. Expenses		80.00		85.00		90.00
Total Expenses		$530.00		$535.00		$540.00
Non-Reimbursable Expenses		0.00		0.00		0.00
Total Amount Claimed		$530.00		$535.00		$540.00
Gov't Advance Outstanding	540.00		540.00		540.00	
Gov't Advance Applied	0.00	540.00	0.00	540.00	0.00	540.00
Net to Traveler		-$10.00		-$5.00		$0.00
Gov't Charge Card Expenses	0.00		0.00		0.00	
Gov't Charge Card ATM Adv.	0.00		0.00		0.00	
Add'l Gov't Charge Card Pymt	0.00		0.00		0.00	

Total Gov't Charge Card Amt	0.00	0.00	0.00
Pay to Gov't Charge Card Amt	0.00	0.00	0.00
Pay to Traveler (Displayed)	-$10.00	-$5.00	$0.00
Initial Obligation	$520.00	$530.00	$535.00
Adjustment	0.00	5.00	5.00
Total Obligation	520.00	535.00	540.00
Disbursement	0.00	-5.00	0.00
Advice of Payment Amount	0.00	N/A-Reject	0.00

PROCEDURES FOR ADDING DEBT MANAGEMENT EXPENSE TYPES

The following steps outline the process for adjusting/amending the reimbursable expense portion of the voucher

1. Open the original/last adjusted document
2. Select the **Expenses** toolbar.
3. Select **Add** to add a new expense.
4. Select the appropriate expense type (OVERPAYMENT, DEBT UNDER 10$, or DEBT WAIVED).
5. Enter the date of the expense.
6. Enter the expense amount. This amount will be equal the amount of debt the traveler owes to the government.
7. If a corresponding expense needs to be updated, select the appropriate expense. Complete steps 2 through 6 (as necessary).
8. Select the **Save** button to save the expense.
9. When finished, add comments in the remarks field to indicate why the adjustment is being made and sign the document.

REPORTS AVAILABLE TO ASSIST THE DEBT MANAGEMENT MONITOR

The following reports are available to assist the DTA and/or Debt Management Monitor with identifying and tracking potential debt related travel in DTS:

- Unsubmitted Vouchers Report: This report is accessible from the Reports toolbar and requires appropriate permission levels. The report provides a list of travelers

who have not submitted a voucher from authorization and can be configured to report based on start and end dates and number of days after completion of the TDY/TAD. This report can ensure travelers submit their vouchers in a timely manner so that potential debts can be identified and resolved in a timely manner.

- Payment Methods Report: This report is accessible from the Reports toolbar and requires appropriate permission levels. The report lists the total dollar value associated with a given expense category; by inputting the expense category of "DEBT", the user can verify whether or not any debt related expenses have been applied to vouchers completed within their organization.
    - Currently, this report does not provide detailed information (such as the TANum, traveler, and the specific expense item used, i.e. "Overpayment", "Debt Less Than $10", and "Debt Waived") but at least provides some high level information. Therefore, the DTA must ensure to communicate a requirement to AO's to ensure any vouchers resulting in debt are communicated to the FDTA/Debt Management Monitor.
    - Authorized users can request an Ad-hoc report from the DTS Tier-3 Help Desk in order to obtain a report that will provide more detailed information:
        - Specific Expense item (Overpayment, Debt Less than $10, or "Debt Waived"
        - Traveler name, SSN, TA number, etc.

APPENDIX X – Procedures for Travel Under Reduced Per Diem Rates

There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. In these cases, AO's may recommend payments of lower or no per diem to their Service point of contact listed in the introduction of the JFTR and JTR under the heading Feedback Reporting. Some of the routine cases are highlighted in the following sections. **Lower per diem rates can only be established before travel begins**. See par. T4040-A1c(2) of Appendix O of the JTR/JFTR for more information on reduced per diem for civilian employees.

When it can be determined factually that the per diem rates prescribed in the tables published by the PDTATAC are in excess of need for a particular duty assignment because of known reductions in lodging and/or meal costs resulting from pre-arrangement, special discounts, or other reasons, the AO should seek authority to prescribe a fixed per diem at a rate lower than the applicable rate prescribed. The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office. The authorized fixed per diem rate must be stated on the travel authorization.

Employee (Civilian) Travel

Employee (civilian) DTS travelers are entitled to reduced per diem rates under the following circumstances.

- **Reduced per diem rates can only be established before travel begins**

Travel for training –

Per diem rates for training assignments of more than 30 consecutive calendar days at one location are 55% of the applicable maximum rates prescribed rounded to the next higher dollar. Exceptions to the 55% rule (both upward and downward) can be requested in accordance with JTR C4561D2.

Travel for long-term TDY assignments -

Per diem allowances for TDY travel of more than 180 consecutive days at one location are 55% of the applicable maximum rates prescribed rounded to the next higher dollar.

The per diem rates in par. C4561D1 apply for the entire period, except for the arrival day at and departure day from the TDY location. Exceptions to the 55% rule (both upward and downward) can be requested in accordance with JTR C4561D2.

- Note: TDY travel in excess of 180 consecutive days at one location requires written justification and approval. This determination should be made before the authorization is issued, however; the authorization may be issued and the case submitted immediately to the appropriate authority.
- **If a traveler is TDY in excess of 180 days without this approval, the traveler's per diem stops as of the 181st day**.

Additionally, if the start date and end date is greater than 180 days, the travel authorization will fail the pre-audit. The AO must comment regarding whether or not the required waiver has been obtained. However, there is currently no functionality in DTS to stop entitlement to travel at the 180 mark (if the waiver is not received). The AO could be held accountable for approving any travel beyond 180 days without the required waiver. A routing could be established to route the authorization to a particular reviewer for this category of travel.

Use of Government Quarters -

Civilian employees may not be ordered/required to use Government quarters; however, if Government quarters are available on that installation for an employee TDY to a U.S. installation, the proper authority under C4550-C may prescribe a reduced per diem rate based on the Government quarters' cost.

In addition to above specific examples, the JTR (C4550C), states that the Secretary concerned may authorize zero per diem or rates of per diem in lesser amounts than those prescribed when it is determined that the per diem rate prescribed is excess of need. These are normally done on a case-by-case basis. Such authority must be requested and approved in advance of the travel and the authorized rate must be stated on the travel authorization.

Member (Military) Travel

Member (military) DTS travelers are entitled to reduced per diem rates under the following circumstances.

- **Reduced per diem rates can only be established before travel begins**

Travel for training –
Reduced per diem for training attendance at military locations may be payable as determined by the schoolhouse commander. Travelers and AO's should consult administrative instructions published by the particular schoolhouse.

Travel for long-term TDY assignments -
When mission objectives or unusual circumstances require TDY for more than 180 consecutive days at one location, the appropriate authority must determine if TDY of greater than 180 days is appropriate. A written request and justification must be forwarded to the appropriate authority as soon as practicable. This determination should be made before the authorization is issued, however; the authorization may be issued and the case submitted immediately to the appropriate authority.

- **Note: If a traveler is TDY in excess of 180 days without this approval, the traveler's per diem stops as of the 181st day**.

Additionally, if the start date and end date is greater than 180 days, the travel authorization will fail the pre-audit. The AO must comment regarding whether or not the required waiver has been obtained. However, there is currently no functionality in DTS to stop entitlement to travel at the 180 mark (if the waiver is not received). The AO could be held accountable for approving any travel beyond 180 days without the required waiver. A routing could be established to route the authorization to a particular reviewer for this category of travel.

Processing Reduced Per Diem Rates in DTS

Using the "special rate" function found in the Per Diem Entitlements screen when updating the conditions that affect travel, the AO can ensure the proper rate is applied.

- The reduced lodging rate should be updated in the lodging section
    - Select the effective date, update/reduce the authorized rate, and ensure the rate is replicated through the appropriate date
- In order to ensure the reduced M&IE rate is used, the traveler/AO must select the "Special Rate" radial button in the meals section of the Per Diem Entitlements screen
    - Select the date when the reduced rate is effective
    - Select the "Special Rate" radial button
    - Enter the adjusted/reduced M&IE rate and ensure the rate is replicated through the appropriate date
- The AO must ensure a comment is included as an "Other Authorization" to indicate the reduced rate
    - The comment must include the reason for the reduced rate, i.e. training, long-term TDY, etc.
    - The comment should also indicate the particulars of the approval for use of the reduced rate, i.e. date and point of contact (at the service/agency level) who approved the reduced rate

The screenshots on the following pages are provided to assist the AO in situations wherein their travelers travel under reduced per diem conditions:

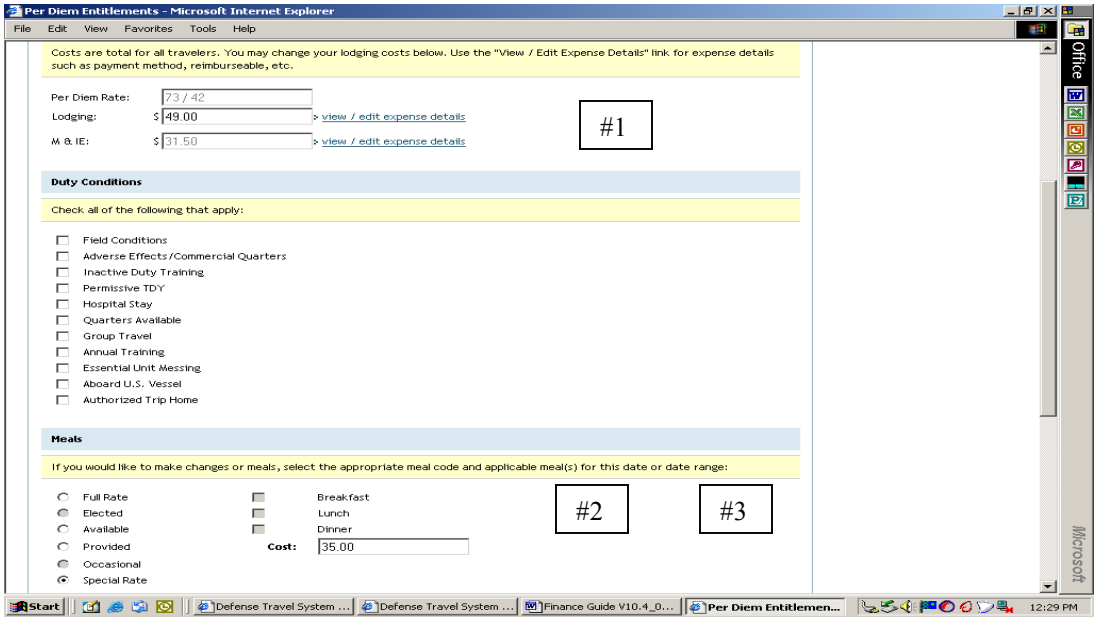


Figure 11. Lodging/M&IE Entry for Reduced Per Diem

1) Enter reduced applicable lodging rate and ensure values apply through appropriate dates
2) Select “Special Rate” radio button
3) Enter reduced applicable reduced M&IE rate

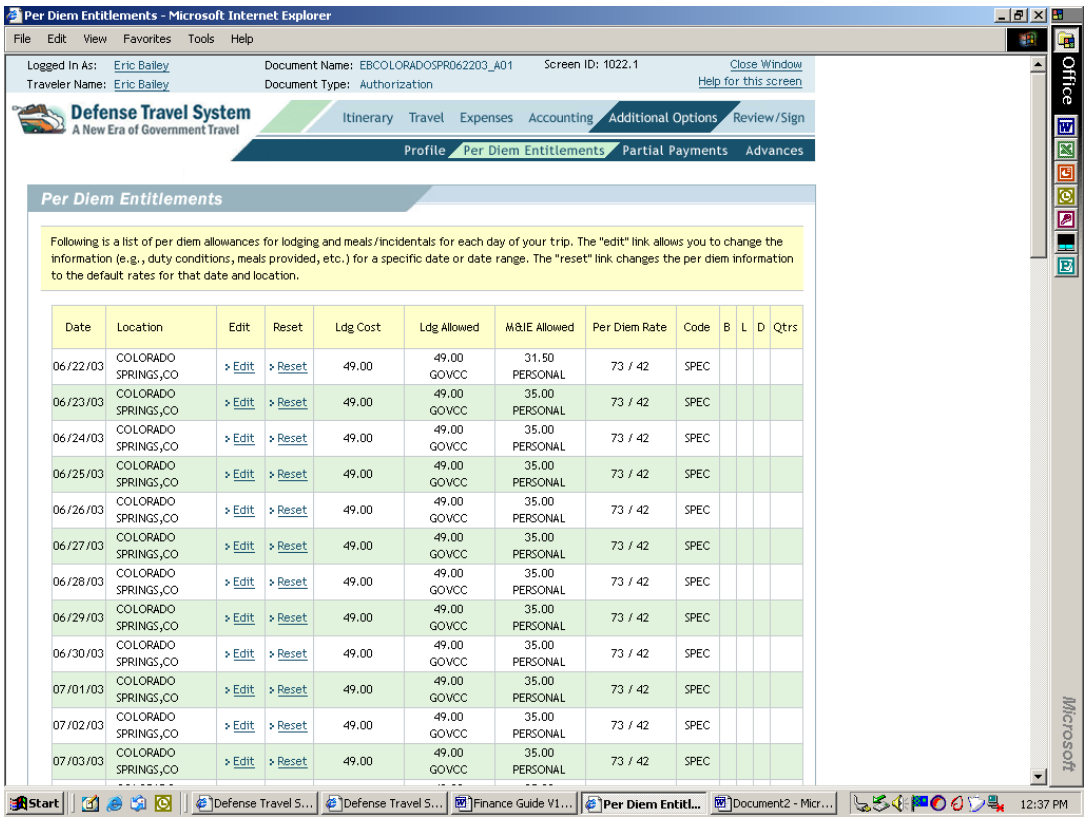


Figure 12. Lodging/M&IE Details for Reduced Per Diem

1) Note the reduced lodging and M&IE rates
    a. Actual lodging rate of $49 versus published rate of $73
    b. Actual M&IE rate of $35 versus published rate of $42
2) Note the use of "SPEC" for the code
3) Ensure the start and ending dates of the reduced per diem are correct

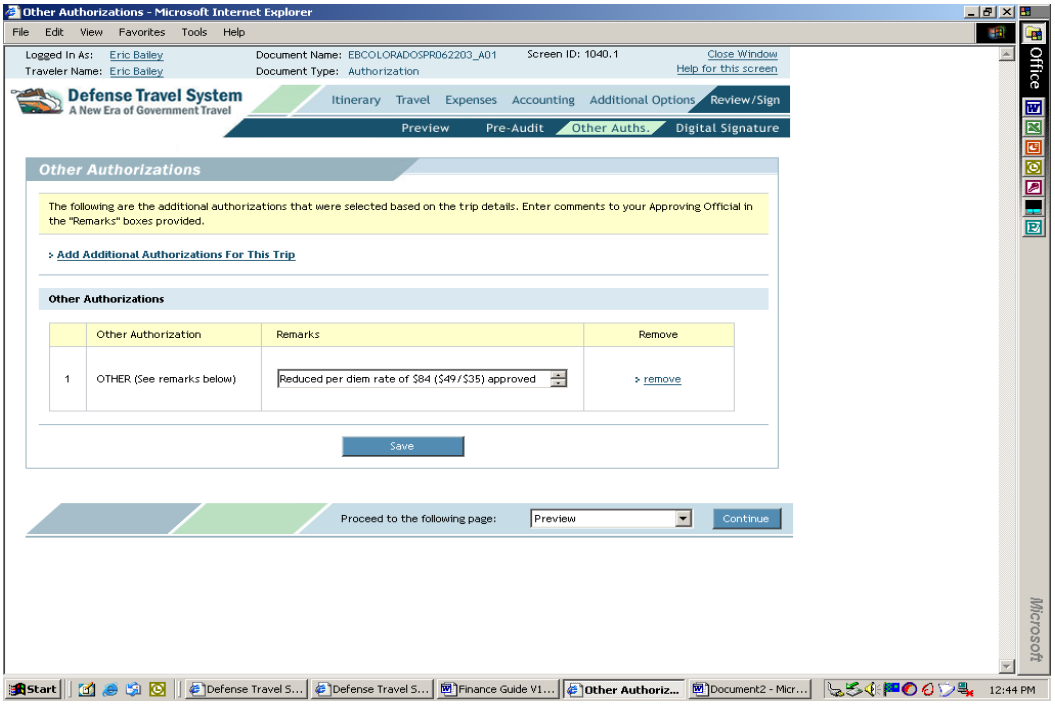


Figure 13. "Other Authorizations" Remarks

1) Comment must include the reduced per diem rate
2) Should also include service/agency point of contact information on who approved the reduced rate and the date of approval

APPENDIX Y – Procedures for EFT Return Processing

Incorrect EFT bank information in a DTS traveler's profile can cause Notice of Rejects (NORs) from financial institutions to the disbursing location processing the voucher from authorization for reimbursement to the traveler. If the DFAS location processing the payment does not have Read-Only Access (ROA) to DTS they cannot complete the research required to enable correction of the erroneous data so that payment can be regenerated. An interim solution has been developed to allow DFAS personnel to communicate with the DTS Tier-3 Help Desk in order to obtain the information necessary to regenerate the required payment.

The DFAS location and the DTS Tier-3 Help Desk will use the following procedures in order to complete the actions necessary to regenerate the payment:

Defense Travel System Payment (EFT/CHECK) Return
Interim Solution

1. Payment transaction is returned from the Federal Reserve Bank (FRB) or via mail to the DFAS disbursing location.
2. DFAS will collect the funds into the appropriation from which it was disbursed.
3. DFAS will send an email to the DTS Help Desk with an attached Word document containing the returned payment information (Traveler name/SSAN/dollar amount of return/trip record number).
4. The DTS Help Desk sends an email to the traveler, the Lead DTA and applicable AO.
5. Traveler does a supplemental voucher adding a reimbursable expense for "returned payment". **NOTE: THE TRAVELER MUST BE ADVISED TO CORRECT THE PAYMENT INFORMATION IN THEIR PROFILE USING THIS DOCUMENT. CORRECTING IN THE PROFILE DOES NOT AFFECT EXISTING AUTHORIZATIONS UNLESS DONE IN THAT DOCUMENT.**
6. Certifying Official (CO) reviews and approves the supplemental voucher (Utilizes DFAS standard Word document to validate amount due traveler from this document).
7. Payment is certified and an 821 transaction (obligation) is sent to the appropriate accounting system. 24 hours later an 810 transaction (payment) is sent and EFT payment is made.
8. Accounting liquidates the obligation based on information received from Disbursing or DTS, after new payment is made.

The following is an example of the Word document that should be attached to the e-mail:

From the DFAS location to the DTS Help Desk at dtshelpdesk@ngc.com:

To: dtshelpdesk@ngc.com
Subject: Authorization For Re-Disbursement of Electronic Funds Transfer (EFT)/Check (Travel)

Please be advised that our office has received the return of an Electronic Funds Transfer (EFT) or Check deposit for travel reimbursement for the following DTS transaction:

Travel Voucher Number: _____
Amount to Traveler: $_____
Amount to Government Charge Card: $_____
Date: _____
Original Disbursement Voucher Number: _____
Traveler Name: _____
SSN: _____

We were not able to complete the transaction due to the following error/errors:

Included in this space will be the error message received from the financial institution regarding the Electronic Fund Transfer Return.

In order for us to re-disburse funds to the traveler's bank account, please complete the following information and forward this e-mail to the traveler's Lead Defense Travel Administrator (LDTA) in order to correct the discrepancies listed above.

Traveler Information

Name: (Last, First, MI)_____
Social Security Number: _____
Organization/Station: _____
Telephone Number: _____
E-Mail: _____
Lead Defense Travel Administrator E-Mail: _____

The following information should be completed by the traveler and provided to the LDTA or Authorized User in order to validate or correct the necessary information in DTS.

BANK ROUTING NUMBER: __ __ __ __ __ __ __ __ __ (9 Digits)

ACCOUNT NUMBER: _____
FINANCIAL INSTITUTION NAME: _____

Privacy Act Statement

Collection of the information you provided on this form is authorized under 31 cir 208 and/or 210. This information is confidential and is needed to prove entitlement payments. The information will be used to process payments from the Federal Agency to the Financial Institution and/or its agent.

APPENDIX Z – Procedures for Use of GTR as Method of Payment

*****_NOTE: The functionality described below is not operational at this time. System Change Request (SCR) 9307 has been submitted to correct this issue. An update to this Guide will be created when the change has been implemented; until such time, Authorizations requiring a GTR as a means of procuring transportation should be done outside DTS._

The traveler creates an authorization in the DTS. In the Ticketed Transportation section of the reservation module, the traveler/NDEA selects the transportation type as one of the following:

TB – Prepaid Bus

TP – Prepaid Plane

TR – Prepaid Rail

TV – Prepaid Vessel

Note: DTS will automatically switch to "GTR" for method of reimbursement when one of the previously mentioned types is selected.

The cost cited for transportation using any of the above modes **must always be $0.00!** This is due to the fact that the obligation will not be processed in DTS (see below). Any GTR transactions that have a cost other than zero will be rejected from the DEBX. Cost can be noted in the comments field on the Authorization. Once the Authorization is completed and signed by the traveler, it should be routed to the Transportation Officer (TO) with all the information necessary to make the travel arrangements.

Note: A routing list must be established, to include the name of the TO as a reviewer.

The TO should then follow existing Service/Agency procedures for preparation and distribution of the GTR. The TO will have access to the authorization for information necessary to prepare the GTR and will annotate the GTR number in the remarks section to the CTO as well as the main comments block of the authorization for documentation purposes.

Upon completion, the TO will sign the authorization (using the Reviewed stamp), it will then electronically route to the CTO. The CTO will make all requested travel arrangements (utilizing the GTR as the method of reimbursement) and the DTS will electronically route the document to the AO when all actions are completed.

The AO receives the authorization, reviews the itinerary and should cost, verifies the appropriate method of reimbursement as "GTR", and approves the authorization (using the Approved stamp).

Since "GTR" was selected as the method of reimbursement, DTS prohibits an obligation of the GTR costs from being routed to the DADS. However, obligations for other expenses will be generated as required. Obligation of funds for the transportation costs will be accomplished outside DTS in accordance with existing Service/Agency processes.

Travel is performed in the normal manner with toll free help provided by the CTO for any en route variations. Any unused GTR must be turned in to the TO for cancellation in accordance with current procedures and DTS must be updated to reflect the unused portion of the ticket that was issued.

Upon completion of travel, the traveler completes the voucher from authorization in DTS to obtain reimbursement for expenses incurred during travel. The GTR is a non-reimbursable expense for the traveler.

Local Business Rules must reflect specific procedures, to include billing of a CTO transaction fee, for each site where GTR is used as a method of payment for transportation costs.

APPENDIX AA – Accountable Station Numbers

Due to the constant consolidation, elimination and revision of Accountable Station Numbers and associated DFAS Field Sites, this guide will no longer maintain a list of accountable station numbers. One source of information that can be used is the DFAS Reference Tool, which can be found at: http://referencetool.dfas.mil/pls/DFASRTV/vpocview$.startup